SAMSUNG

ELECTRONICS

SAMSUNG

Operator's Guide
SAMSUNG FACSIMILE

SF 110T

Please read this guide before you use this equipment.

Thank You for Choosing Samsung!

Your SF 110T facsimile machine represents the very latest in technology. It is a full-featured, high-performance device, built to Samsung's strict quality standards- the highest in the industry. We're proud to offer you a product that will provide convenience and dependability for years to come.

Important Precautions and Safety Information

When using your Samsung fax machine, these basic safety precautions should always be followed to reduce risk of fire, electric shock, and injury to persons:

1. Read and understand all instructions.
2. Use common sense whenever operating electrical appliances.
3. Follow all warnings and instructions marked on the product and in the literature accompanying the product.
4. If an operating instruction appears to conflict with safety information, *heed the safety information*. You may have misunderstood the operating instruction. If you cannot resolve the conflict, contact any SAMSUNG sales or service representative for assistance.
5. Unplug your SAMSUNG fax machine from the AC wall socket and telephone jack before cleaning. Do not use liquid or aerosol cleaners. Use only a damp cloth for cleaning.
6. Do not place your SAMSUNG fax machine on an unstable cart, stand, or table. The product may fall, causing serious damage.
7. Your SAMSUNG fax machine should never be placed on, near, or over a radiator, heater, air conditioner, or ventilation duct.
8. Do not allow anything to rest on the power or telephone cords. Do not locate your SAMSUNG fax machine where the cords will be abused by persons walking on them.
9. Do not overload wall outlets and extension cords as this can diminish performance, and may result in the risk of fire or electric shock.
10. Do not allow pets to chew on the telephone cord, AC power, or telephone cords.
11. Never push objects of any kind into your SAMSUNG fax machine through case or cabinet openings as they may touch dangerous voltage points, creating a risk of fire or shock. Never spill liquid of any kind on or into your SAMSUNG fax machine.
12. To reduce the risk of electric shock, do not disassemble your SAMSUNG fax machine. Take it to a qualified service technician when repair work is required. Opening or removing covers may expose you to dangerous voltages or other risks. Incorrect reassembly could cause electric shock when the unit is subsequently used.
13. Unplug this unit from the telephone jack and AC wall outlet, and refer servicing to qualified service personnel under the following conditions:
    • When any part of the power supply cord, plug, or connecting cable is damaged or frayed.
    • If liquid has been spilled into the product.
    • If the product has been exposed to rain or water.
    • If the product does not operate properly after instructions have been followed.
    • If the product has been dropped, or the cabinet appears damaged.
    • If the product exhibits a sudden and distinct change in performance.
14. Adjust only those controls that are covered by the operating instructions. Improper adjustment of other controls may result in damage, and will often require extensive work by a qualified technician to restore the product to normal operation.

15. Avoid using your SAMSUNG fax machine during a lightning storm. There may be a remote risk of electric shock from lightning. If prudent, unplug the AC power and telephone cords for the duration of the lightning storm.

16. This product contains a recyclable battery. At the end of its useful life, under various state and local laws, it may be illegal to dispose of this battery into the municipal waste stream. Check with your local solid waste officials for details in your area for recycling options or proper disposal.

17. Never dispose of batteries or battery packs in a fire. There is a serious risk of explosion and/or the release of highly toxic chemicals.

18. Do not use the machine's telephone to report a gas leak if you can smell gas near the machine. Normal operation of any telephone can cause an explosion if it occurs in a heavy concentration of gas.

19. SAVE THESE INSTRUCTIONS.

In Case of Interference

In normal operation, your SAMSUNG fax machine produces and uses radio-frequency energy. In some cases, this can cause interference to other electronic equipment. Part 15 of the FCC rules establishes guidelines limiting the amount of radio-frequency energy which may be produced by electronic equipment. Tests have proven that your Samsung FAX machine meets or exceeds these guidelines, and is classified a "Class B Digital Device" for operation in a residential environment. When installed and operated according to instructions, your SAMSUNG fax machine should not cause interference to the types of equipment expected to be found in a normal residential environment.

Unauthorized changes or modifications could void the user's authority to operate the equipment.

In the event your SAMSUNG fax machine appears to cause interference to other electronic equipment, it can often be easily remedied. First determine if the source of interference really is your FAX machine. To do this, turn its power off and on while observing the equipment experiencing the interference. If the interference disappears when you turn the FAX machine off, the following steps can be very effective in correcting interference problems:

• Connect the FAX machine to an AC outlet which is on a different circuit breaker from the equipment experiencing interference.
• Increase the distance between the FAX machine and the equipment experiencing interference.
• Cable TV amplifiers and splitters are extremely prone to interference. Be certain that they are as far as possible from the FAX machine and its AC power and telephone cords.
• Replace "twin lead" antenna wire with shielded coaxial cable, and use proper connectors and adaptors.
• Turn or relocate the receiving antenna. In most cases this is easily done by simply moving a radio. A TV antenna may need to be re-oriented or installed in another area of the building.
• Consult your dealer, a reputable radio/TV technician, or an Amateur Radio Operator* for help.

*To locate an Amateur Radio Operator in your area, contact The American Radio Relay League, 225 Main St., Newington, CT 06111.

Fax Branding

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone facsimile machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission the following information:

(1) the date and time of transmission

(2) identification of either business, business entity or individual sending the message; and

(3)telephone number of either the sending machine, business, business entity or individual.

See page 2.6 for instructions on how to enter this information into your Samsung FAX machine's memory.

The Telephone Company may make changes in its communications facilities, equipment operations, or procedures where such action is reasonably required in the operation of its business and is not inconsistent with the rules and regulations in FCC Part 68. If such changes can be reasonably expected to render any customer terminal equipment incompatible with telephone company communications facilities, or require modification or alteration of such terminal equipment, or otherwise materially affect its use or performance, the customer shall be given adequate notice in writing, to allow the customer an opportunity to maintain uninterrupted service.

Telephone Company Information

FCC IDENTIFICATION NUMBER

The Ringer Equivalence Number and FCC Registration Number for this equipment may be found on the label located on the bottom or rear of the machine. In some instances you may need to provide these numbers to the telephone company.

RINGER EQUIVALENCE NUMBER

The Ringer Equivalence Number (REN) is a measure of the electrical load placed on the telephone line, and is useful for determining whether you have "overloaded" the line. Installing several types of equipment on the same telephone line may result in problems making and receiving telephone calls, especially ringing when your line is called. The sum of all Ringer Equivalence Numbers of the equipment on your telephone line should be less than five in order to assure proper service from the telephone company. In some cases, a sum of five may not be usable on your line. If any of your telephone equipment is not operating properly, you should immediately remove it from your telephone line, as it may cause harm to the telephone network.

WARNING:

FCC Regulations state that changes or modifications to this equipment not expressly approved by the manufacturer could void the user's authority to operate this equipment.

In the event that terminal equipment causes harm to the telephone network, the telephone company should notify the customer that service may be stopped. However, where prior notice is impractical, the company may temporarily cease service, providing that they:

a) Promptly notify the customer.

b) Give the customer an opportunity to correct the problem with their equipment.

c) Inform the customer of the right to bring a complaint to the Federal Communication Commission pursuant to procedures set out in FCC Rules and Regulations Subpart E of Part 68.
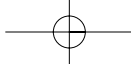
You should also know that:

- Your Samsung FAX machine is not designed to be connected to a digital PBX system.
- Special features, such as "Call Waiting", may interrupt FAX service, and we suggest that these services not be installed on the FAX line.
- If you intend to use a computer modem or fax modem on the same phone line as your FAX machine, you may experience transmission and reception problems with all the equipment. It is recommended that no other equipment, except for a regular telephone, share the line with your FAX machine.
- If your area experiences a high incidence of lightning or power surges, we recommend that you install surge protectors for both the power and the telephone lines. Surge protectors can be purchased from your dealer or telephone and electronic specialty stores.
- When programming emergency numbers and/or making test calls to emergency numbers, use a non-emergency number to advise the emergency service dispatcher of your intentions. The dispatcher will give you further instructions on how to actually test the emergency number.
- This equipment may not be used on coin service or party lines.
- This telephone provides magnetic coupling to hearing aids.
- You may safely connect this equipment to the telephone network by means of a standard modular jack, USOC RJ-11C.

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CONTENTS

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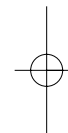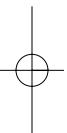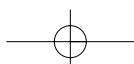
Chapter One
YOUR NEW MACHINE

Chapter One

YOUR NEW MACHINE

This chapter will familiarize you with your new SF-110T fax machine.

Features

Samsung's SF-110T is designed and engineered using the latest technology. This full-featured, high performance machine not only meets, but exceeds, industry standards. The following is a list of its many useful features:

• 5 One-Touch and 50 Speed-Dialing locations
• Ring Volume adjustment
• Choice of Tone or Pulse dialing
• Choice of four reception modes
• Transmission confirmation
• Voice Request and Polling
• Separate outgoing messages for TEL/FAX and ANS/FAX modes
• Memo recording
• Redial feature
• Access from a remote telephone
• Adjustable Ring Count
• Printed reports and lists

Parts

• Machine
• Handset
• Battery (9V)
• Telephone line cord*
• This manual
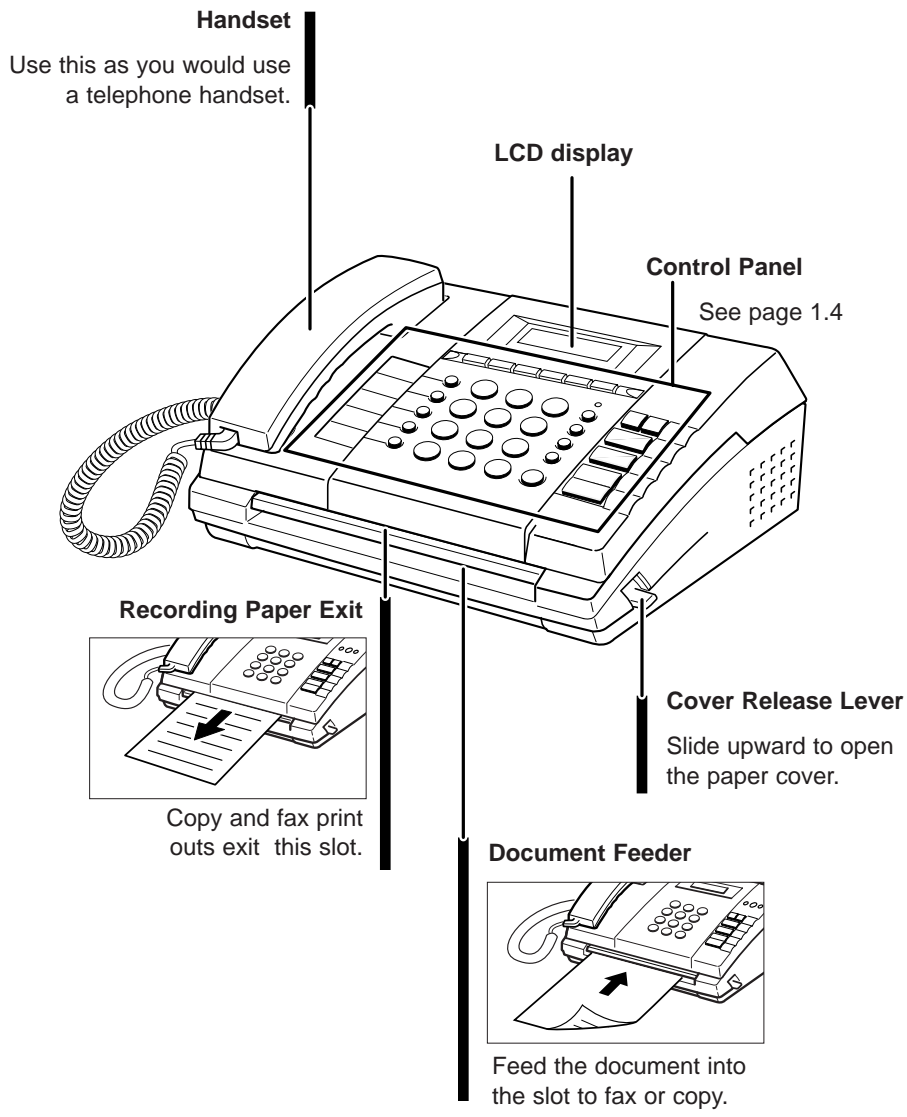• Thermal paper roll
• Power cord*

* The power and telephone cords shown in this manual may differ depending on the country of sale.

1

YOUR NEW MACHINE
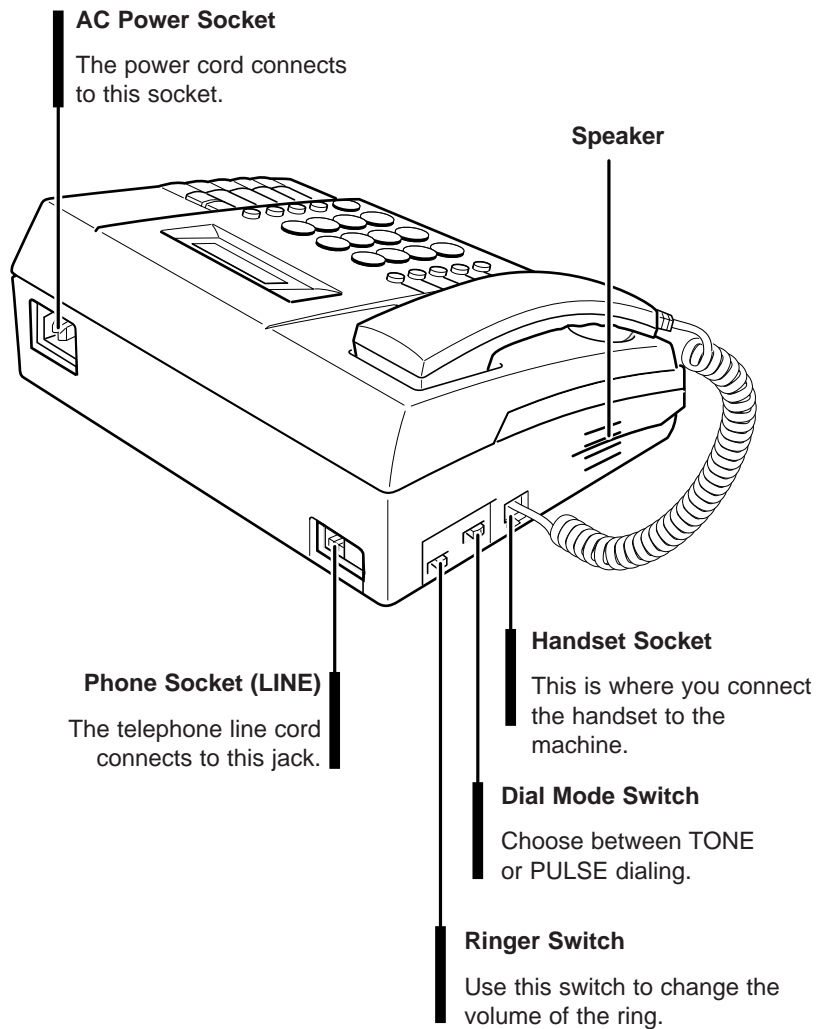
Familiarizing Yourself with Your New SF-110T FAX Machine

Take a moment to familiarize yourself with your new machine by studying the pictures on the next few pages.

Front View

Handset

Use this as you would use a telephone handset.

LCD display

Control Panel

See page 1.4

Recording Paper Exit

Copy and fax print outs exit this slot.

Cover Release Lever

Slide upward to open the paper cover.

Document Feeder

Feed the document into the slot to fax or copy.

YOUR NEW MACHINE

Rear View

AC Power Socket

The power cord connects to this socket.

Speaker

Phone Socket (LINE)

The telephone line cord connects to this jack.

Handset Socket

This is where you connect the handset to the machine.

Dial Mode Switch

Choose between TONE or PULSE dialing.

Ringer Switch

Use this switch to change the volume of the ring.

1

YOUR NEW MACHINE

Control Panel

OGM
Use to record or play outgoing message
to be used in ANS/FAX mode.

MEMO
Use to record or play a memo.

PLAY
Use to play back caller messages.

ERASE
Use to delete a message.

RESOL.
Use to set the resolution of the
document (STANDARD, FINE, SUPER
FINE, PHOTO).

MENU
Use to choose different functions.

One-Touch Dial Buttons
Make calls and send documents
simply by pressing one button.

SAMSUNG

••• DIGITAL ANSWERING SYSTEM •••

OGM   MEMO   PLAY   ERASE   RESOL.   MENU

01
02
03
04
05

ABC   DEF
1   2   3
GHI   JKL   MNO
4   5   6
PQRS   TUV   WXYZ
7   8   9
*   0   #
HELP

RCV
SPEE
R
REDIAL/
OHD/V

SF

Number Keypad
Use to dial numbers manually.

◄ and ►
When playing back messages,
press ◄ to skip back to the previous
message, or ► to skip forward to play
the next one.
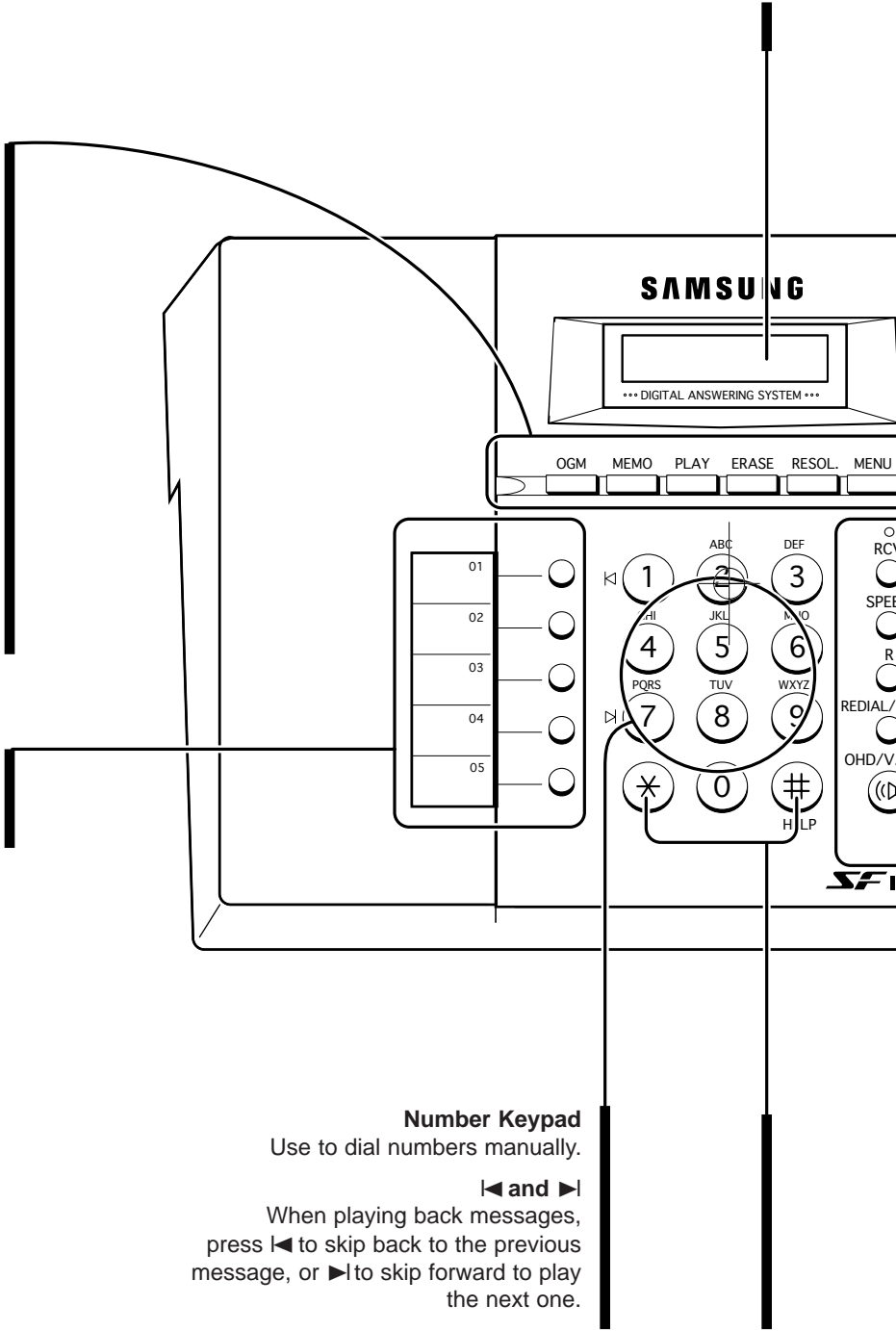
YOUR NEW MACHINE

LCD
Displays information.

SAMSUNG

••• DIGITAL ANSWERING SYSTEM •••

MEMO   PLAY   ERASE   RESOL.   MENU

MIC

ABC   DEF
1   2   3
GHI   JKL   MNO
4   5   6
PQRS   TUV   WXYZ
7   8   9
＊   0   ＃

RCV.
SPEED
R
REDIAL/PAUSE
OHD/V.REQ.

VOLUME/
DIRECTION
◁   ▷
ANSWER
STOP
START/
COPY
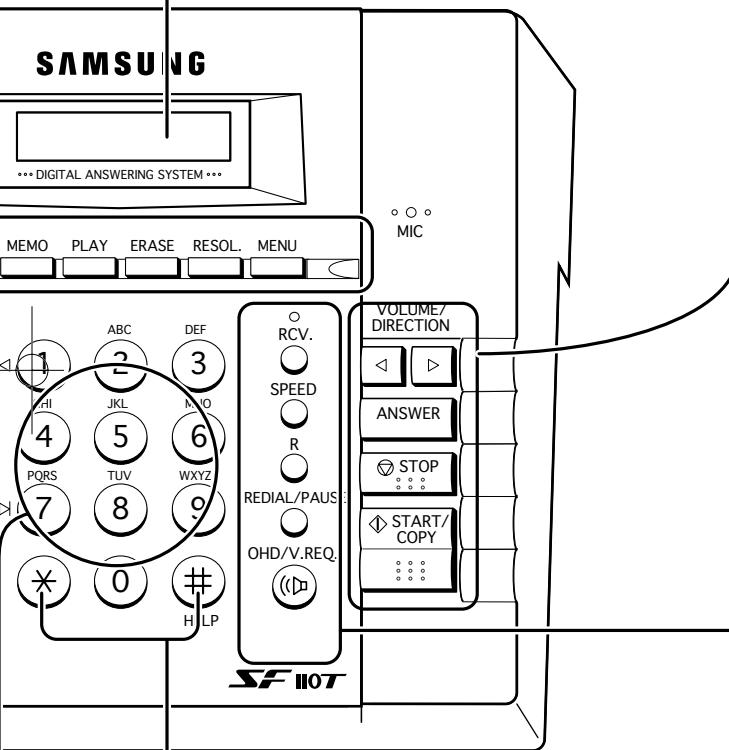
HELP

＊
Press to temporarily switch from pulse to
tone dialing.

HELP
Press to print out the help list. The help list
shows the machine's basic functions and
commands. Use as a quick reference
guide.

VOLUME/DIRECTION
◄ and ►
Use to adjust the speaker volume, to scroll the
menu in function mode, or to move the blinking
line to the digit you want to edit.

ANSWER
Use to set the answering mode. Lights up when
in ANS/FAX mode, and blinks when there are
new messages waiting to be heard.

STOP
Use to stop the machine in the middle of a job.
It also clears an error display and ejects your
original documents.

START/COPY
Use to start a job or make copies.

RCV.
Use this to select the Receive Mode:
The indicator :
• lights up › FAX mode
• flashes › TEL/FAX mode
• turns off › TEL mode

SPEED
Make calls and send documents by entering
a 2-digit number (01-50).

R (RECALL)
Use to transfer a call in a PABX (Private
Automatic Branch Exchange).

REDIAL/PAUSE
Use to redial the last phone number called. You
can also use it to add a pause when storing a
number in memory.

OHD/V.REQ.
This button allows you to dial a number without
picking up the handset. You can also use it to
initiate a voice request while sending or
receiving documents.

1

YOUR NEW MACHINE

Fax Theory

Thank you for your purchase of this SAMSUNG fax machine. We want you to get maximum use from your new equipment, therefore we would like to explain a little bit about FAX machines and how they work. This will help when reading the rest of this manual and becoming acquainted with FAX machines in general, plus all the features available with your new machine.

Most people don't realize it, but the fax machine has been around in various forms since the time of the invention of the telegraph in the mid-nineteenth century. Early fax machines were large, slow, and difficult to operate. Equipment and techniques for sending copies of documents across long distances have improved over the years, and today's fax machine is small, fast, and easy to operate.

A fax machine may appear complex, but in reality, modern fax machines are merely a combination of several very familiar machines.

First of all, faxing makes use of processes very much like an office copier. When you send a fax document to someone, the machine makes an internal copy of it (a *facs*imile, hence the term "fax"), and converts that copy to electronic signals which we call "data". The data is then sent out over the telephone line as a series of audible tones. When you receive a fax from someone else, the copy process simply converts these tones from the telephone line back to data, and then to printed output.

Fax machines depend very much on telephone technology, since they must dial telephone numbers, answer calls, and exchange fax data (their version of "speech") over the phone line with other fax machines.

TELEPHONE LINE

FAX DATA

SEND
DOCUMENT

RECEIVE
DOCUMENT
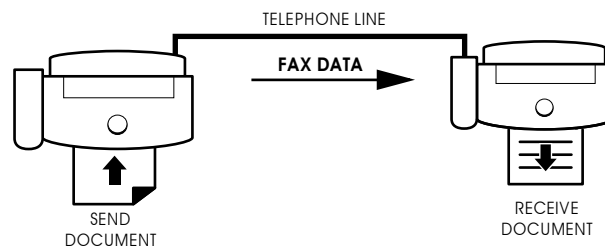
Basic FAX Operation

To send a fax document, you tell the fax machine the telephone number to call by entering the number on a Touch-Tone keypad, just like a telephone. You may also store frequently-called numbers in the machine's various memory locations. This makes dialing faster, more accurate, and allows your machine to "remember" telephone numbers for performing many automatic functions.
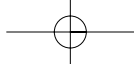
After dialing the number, the fax machine you're calling answers the call and, just as people do, the machines introduce themselves and make sure they have compatible features and speak the same "language" (fax engineers call this process "handshaking"). The machines also determine the quality of the sound over the telephone line and decide whether they should continue, or perhaps "talk" slower in the case of noise or low volume. They may even refuse to speak to each other and will hang up, rather than waste time when it is not possible to have a "conversation" (just like people!). In this case, they often try the call again later, when the telephone connection may be better.

YOUR NEW MACHINE

After a few seconds exchanging pleasantries (handshaking), the machines decide to get down to the business of the call: sending and receiving a fax document.
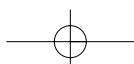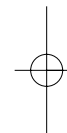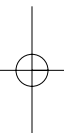
A fax document is one or more sheets of paper which have been placed in the transmitting (sending or TX) machine. As soon as the machines have finished with their "introductions", the document begins to move through the transmitting machine where it is read and converted to a data signal, exactly as in a copier. The difference here is that the print mechanism of the copying process is not located in the same machine as the reading mechanism. It is several miles, or even several thousand miles, away, and prints the data signals which arrive over the telephone line in the form of tones.

As far as it goes, this description of the fax process is accurate, and should be kept in mind whenever using any fax machine.

Chapter Two

INSTALLATION AND SETUP

Chapter Two

INSTALLATION AND SETUP

Please review the safety information at the front of this manual, then follow the directions in this chapter to connect and set your machine up for use.

Choosing a Location

To help quarantec trouble-free operation of your machine, place it in a spot where:
• It is not exposed to direct sunlight or excessive humidity.
• It is not too close to heating or air conditioning vents.
• Its ventilation openings aren't blocked.
• It is at least 4 inches away from other objects.
• Its cords won't get in the way.
• It can't be easily knocked off a table or dropped.

Making the Connections

1
Connect the coiled handset cord.
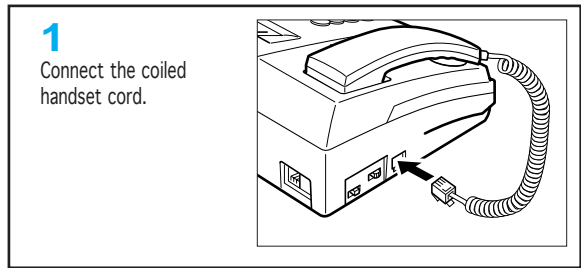
◄ Plug the coiled cord into the HANDSET jack on the left side of the machine.

2
Connect the telephone line.
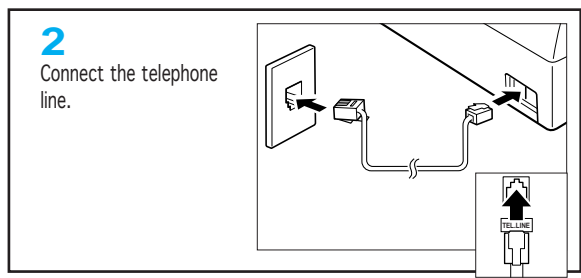
◄ Plug one end of the telephone line cord into the TEL LINE jack and the other end into a standard phone jack in your wall.

3
Connect the AC power cord.
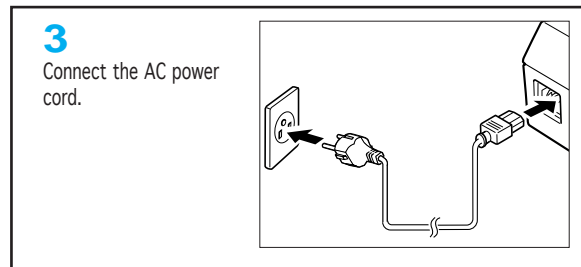
◄ Plug one end of the cord into the back of the machine and the other end into a standard grounded AC power outlet.
There is no power switch on your SF-110T fax machine. Power will come on as soon as the AC power cord is connected.

2

Installing the Backup Battery

1

Open the cover by lifting the release lever on the side of the fax machine.
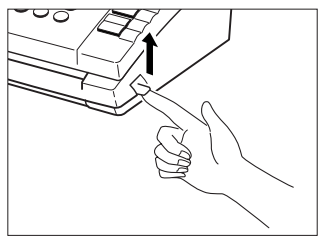
◄ To prevent the fax machine from ringing while installing the battery, disconnect the telephone line cord.

2

Use pencil to pull the cover stop forward and release the cover.
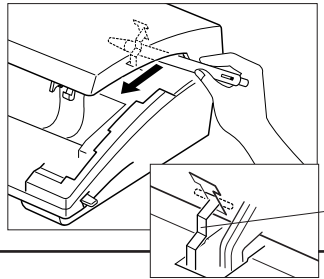
Cover stop

3

Open the battery compartment cover.
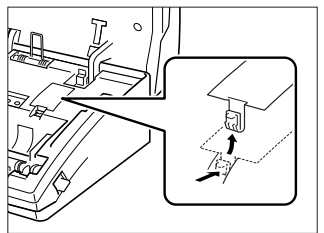
4

Connect the new battery to the clips and insert it into the battery slot.
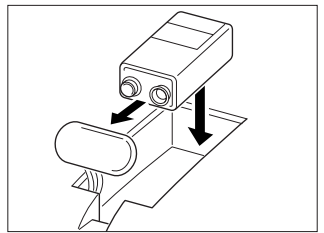
◄ The battery maintains setup configuration and message memory if a power fails or is accidentally disconnected.

We recommend you use an alkaline battery because it lasts longer than the conventional battery.

5

Close the battery compartment cover, and close the fax machine cover.
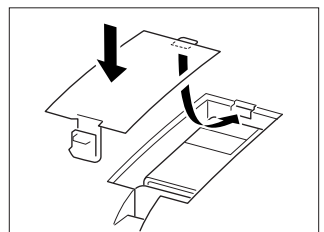
◄ Reconnect the telephone line cord, if it was disconnected in step 1.
The battery can maintain the internal memory for about 20 hours. If the battery is weak or missing, the LCD displays a warning message.

INSTALLATION AND SETUP

Installing Paper

Your machine must have a roll of paper installed in order to operate. Find the paper roll included with the parts, and follow the directions below:

1

Open the cover by lifting the release lever on the side of the fax machine.
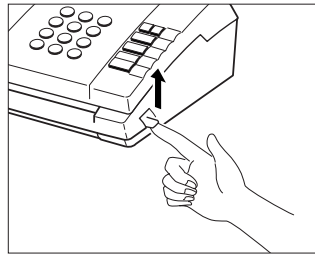
2

Insert the paper roll.
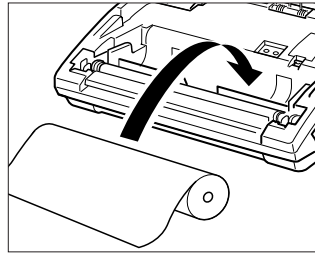
◄ If there is an adhesive sticker sealing the paper roll, remove it completely.

The outer diameter of the paper roll should not exceed 2.05 in/52 mm. (total length of the paper roll is approximately 98.4 ft/30 m.)

3

Install the spacer, if necessary.

A

B
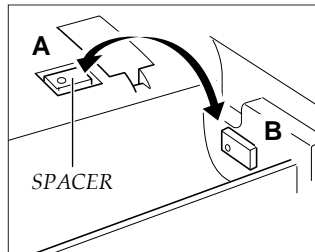
SPACER

◄ If your paper roll is 8.5 in/216 mm wide (letter size), the spacer should be in position "A". For narrow paper (A4 size, 8.27 in/210mm), place the spacer in position "B", pushing its pins into two small holes on the right-hand wall of the paper compartment.

4

Pull the paper end past the edge of the fax machine.
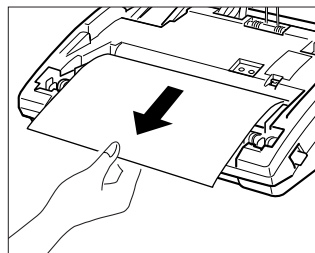
◄ Be sure the paper exit over the top of the roll as shown.

5

Close the cover.

The machine sounds a tone and feeds the paper out about an inch.

Tear off the excess paper.

◄ Press down on the cover using both hands until it snaps into place.

Making a Copy

Copy a document to make sure that the machine is working properly.

1

Choose a document to copy.
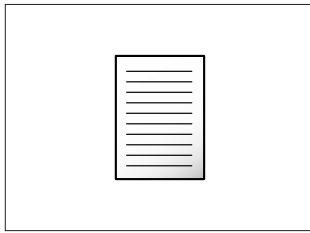
◄ For information on preparing document, see page 3.1.

2

Turn the document face down and slide it into the feeder slot.
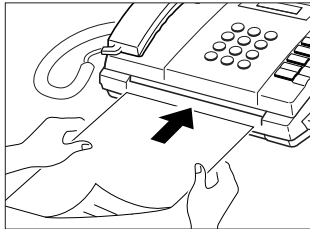
3

Feed the document into the machine.
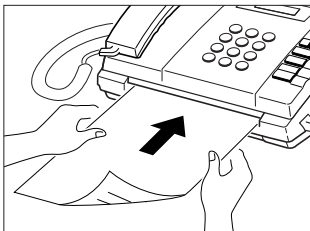
The LCD displays the message 'DOCUMENT LOADING'.

DOCUMENT LOADING

The LCD asks to select a proper contrast.

`LIGHT   AUTO DARK`

◄ For more information on contrast, see page 3.1.

The print resolution is automatically set to FINE when making a copy.

4

Select the proper contrast by pressing ◄ or ►.
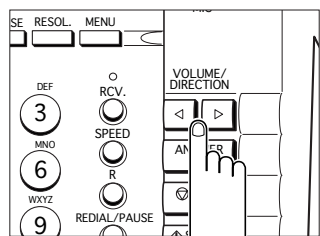
5

Press START/COPY.
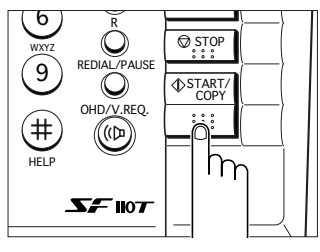
Setting up the Machine

Follow the directions below to set up your machine.

Adjusting Ringer Volume

1

Choose the ringer volume with the RINGER switch on the left side of the machine.
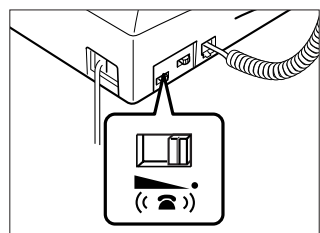
◄ The fax will work normally, even if the ringer is set to OFF (•).

If you connect an extension telephone to the same line, it will ring even if the RINGER switch is set to OFF (•).

2

Selecting TONE or PULSE Dial Service

1

Set the DIAL MODE switch on the left side of the machine to match the type of service you have.
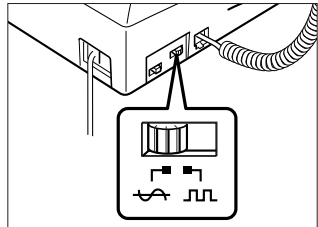
◄ If you have Touch-Tone service, set the switch to TONE ( ). If you have pulse (rotary) service, set the switch to PULSE ( ).

If you aren't sure what kind of service you have, move the DIAL MODE switch to the TONE position. Lift the handset and press any number (except ✳, #, or 0) on the number keypad. If the dial tone disappears, you have Tone service and should leave the switch in TONE position. If the dial tone continues, set the switch to PULSE.

Setting the Date and Time

1

Press MENU.
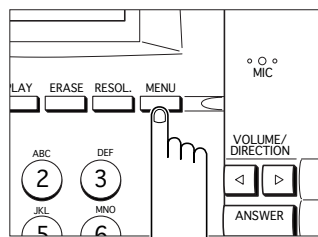
2

Press 2.
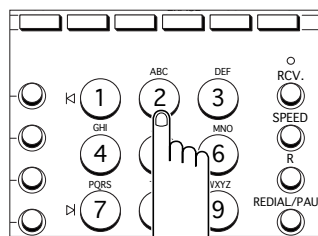
The LCD displays 'DATE & TIME'.

    2. DATE & TIME

INSTALLATION AND SETUP

3

Press START/COPY.
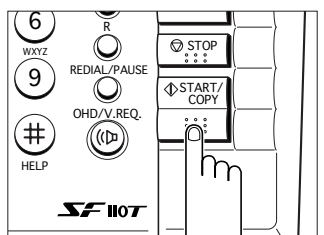
The LCD asks you to choose a date format.

`TYPE? EUROPE USA`

4

Choose the date format you want by using ◀ or ▶.

5
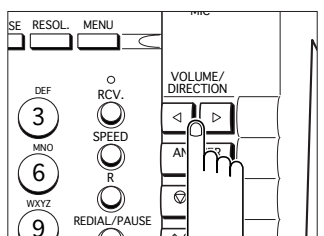
Press START/COPY to implement the setup.
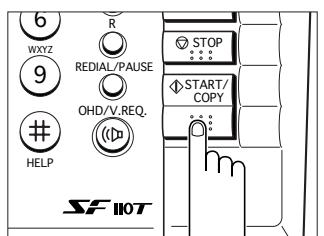
The LCD displays the date and time in the new format.
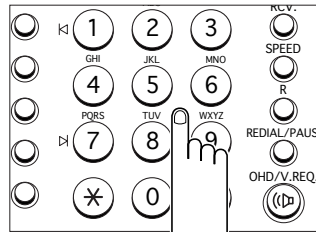
`15-04-1996 10:10`

6

Press ◀ or ▶ to move the blinking line under the number you want to change.

2
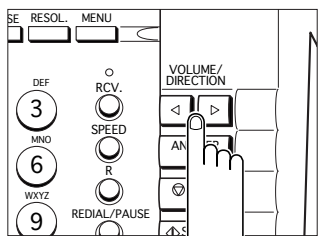
INSTALLATION AND SETUP
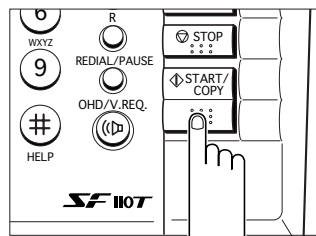
7

Enter the correct number
by using the number
keypad.

◄ Month = 01~12
Day = 01~31
Year = Up to 2023
Hour = 00~23
Minute = 00~59

The machine uses 24-hour time format.

8

When the date and time
are correct, press
START/COPY.

◄ If you enter a wrong number, use
◄ or ► to move the blinking line
under the number you want to correct,
then enter the correct number.

The LCD displays the date
and time, then returns to
Standby Mode.

`15-06-1996 10:30`

The LCD alternates
between the number of
messages stored and
Standby Mode.

`MEMO:00 ICM:00`

Setting the Terminal ID (Your Name and Number)

This terminal ID will be printed at the top of each page sent from your machine.
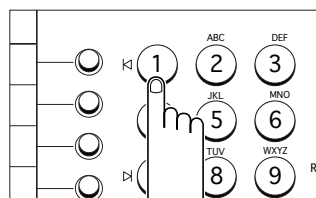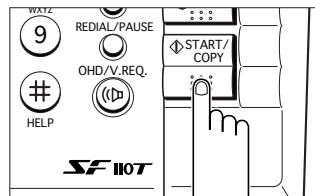
1

Press MENU.
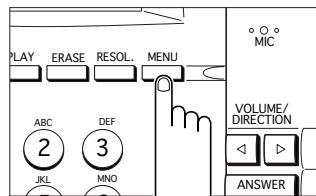
2

Press 1.

INSTALLATION AND SETUP

The LCD displays
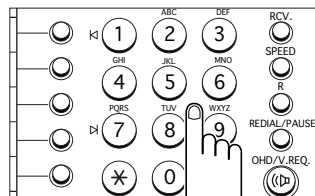'TERMINAL ID'.

```
1. TERMINAL ID
```

3

Press START/COPY.

The LCD asks you to
enter the telephone
number.

```
TEL:_
```

4

Using the number keypad,
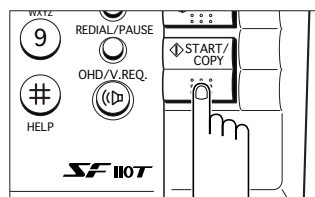enter the telephone
number to which your
machine is connected.

◄ You can include special characters
(space, hyphen, or plus sign) in the
number. To enter a space, press
REDIAL/PAUSE. To enter a hyphen (-),
press #. To enter plus symbol (+),
press ✱.

You can enter up to 20
digits.

```
TEL:4602775_
```

5

Press START/COPY when
the number in the LCD is
correct.

The machine asks you to
enter your name.

```
ID:_
```

2

INSTALLATION AND SETUP

6

Press the number button labeled with the letter you want.

The letter appears in the LCD.

`ID:S`

7

When the letter you want appears in the LCD, press the next button labeled with the letter you want.

The letter appears in the LCD.

`ID:SA`

8

Press START/COPY when your name appears correctly in the LCD.

◄ For information on using the number keypad to enter a name, see page 5.3.

You may enter up to 20 characters for the name.

Press the number button as many times as you want to get the letter or number.

For a list of letters and corresponding buttons, see page 5.4.

◄ Select additional letters in the same way.

Recording a TEL/FAX Greeting Message

The TEL/FAX greeting message is played when a call comes in and the machine is in TEL/FAX mode. For more information about reception modes, see page 3.5.

1
Press RCV. until the lamp flashes.

The LCD briefly displays the message "TEL/FAX MODE". Then, the LCD display asks you if you want to use outgoing greeting message.

```
TEL/FAX MODE
```

```
USING OGM?
```

2
Press START/COPY.

If you've already recorded a greeting message, that message is played back so that you can check it.

```
TEL/FAX OGM: 13s
```

Then, the LCD asks if you want to record a new message.

```
CHANGE T/F OGM ?
```

◄ If there is no previously recorded OGM, go to step 4.

3
Press START/COPY to change the greeting message.

◄ If you want to change a previously recorded greeting message, simply record the message again. Your machine automatically records the new greeting over the old one.

If you don't want to change a previously recorded greeting message, press STOP.

2

INSTALLATION AND SETUP

4

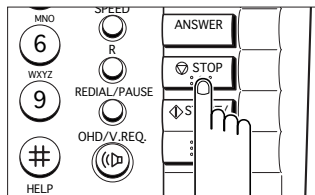Speak into the microphone to record a message of up to 60 seconds.

The LCD displays the time elapsed as you record your message.

    RECORD : 10(60s)

◄ It is recommended to begin speaking within 15 seconds. If greeting message silence time is too long, fax reception may not work properly.

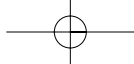**5**

Press STOP to stop recording before the time is up.

After the message has been recorded, the machine briefly displays the date and time when the message was recorded.

    TIME:15-06 12:45

Then, it displays the elapsed time as the message plays back automatically.

    TEL/FAX OGM: 23s

INSTALLATION AND SETUP

Recording an ANS/FAX Greeting Message

The ANS/FAX greeting message is played whenever a call comes in and the machine is in ANS/FAX mode. For more information about reception modes, see page 3.5.

1

Press and hold OGM until 'RECORD' appears in the LCD.
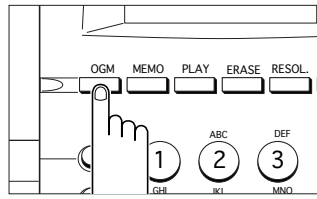
◄ If you want to change a previously recorded greeting message, simply record the message again. Your machine automatically records the new greeting over the old one.

2

Speak into the microphone to record your message of up to 60 seconds.
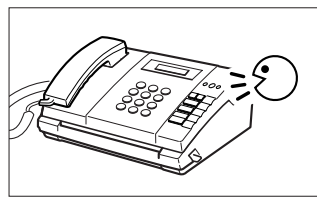
The LCD starts to count the recording time.

`RECORD : 10(60s)`

◄ It is recommended to begin recording within 15 seconds. If greeting message silence time is too long, fax reception may not work properly.

3

Press STOP to stop recording before the time is up.
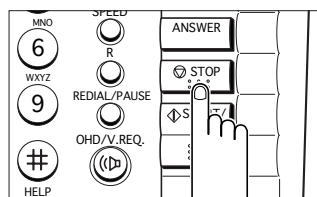
After the message has been recorded, the machine briefly displays the date and time when the message was recorded.

`TIME:15-06 10:30`

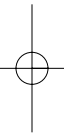Then, it displays the elapsed time as the message plays back automatically.

`ANSWER OGM : 23s`

Chapter Three

THE FAX MACHINE
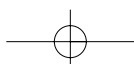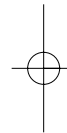
Chapter Three

THE FAX MACHINE

In this chapter, you will learn how to send and receive fax documents, use the four fax reception modes, and use the voice request feature.

Sending a Fax

Preparing a Document

• If your original is poor quality, make a photocopy of it. A copy often transmits better than the original.

• Send documents printed using a typewriter, felt tip pen, black ink, or laserwriter. The paper should be white or very light and of normal weight - not cardboard. Blue lines on a ruled pad don't fax well.

• After the document has been loaded, press ◄ or ► to adjust the brightness of your document. By pressing ◄ or ► repeatedly, you can choose LIGHT, AUTO, or DARK.
  LIGHT works with very dark print.
  AUTO works well for normal handwritten, typed, or printed documents.
  DARK works with light print or faint pencil markings.

• After the document has been loaded, press **RESOL.** to increase the sharpness and clarity. By pressing **RESOL.** repeatedly, you can choose STANDARD, FINE, SUPER FINE or PHOTO mode.
  STANDARD works well for printed or typewritten originals with normal-sized characters.
  FINE is good for documents containing a lot of detail.
  SUPER FINE works well for documents containing extremely fine detail SUPER FINE works only if the remote machine also has the SUPER FINE feature.
  PHOTO is used when faxing photographs or other documents containing color or shades gray. When PHOTO is chosen, the SUPER FINE setting is automatically chosen.

3

THE FAX MACHINE

Loading a Document

1

Turn the document face down.

2

Insert the leading edge of the document into the feeder slot.

◄ The automatic document feeder seizes and pulls in the page.

For more information about resolution and contrast, see page 3.1.

The LCD briefly displays the message 'DOCUMENT LOADING'.

`DOCUMENT LOADING`

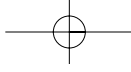Then, the LCD asks you to choose a proper contrast, if required.

`LIGHT  AUTO DARK`

3

If required, choose a proper contrast for the document, by pressing ◄ or ►.

◄ The selected mode flashes. The contrast is preset to AUTO.

For a normal document, it is not necessary to change the contrast, and you may skip this step.

4

If required, choose a proper resolution for the document by pressing RESOL. until you find the desired mode.

◄ Each time you press RESOL. the selected mode appears in the LCD.

THE FAX MACHINE

Dialing a Number

1
Pick up handset.

◄ For hands-off operation, press OHD/V.REQ.

The LCD displays the message 'PHONE'.

```
PHONE
```

2
Using the number keypad, enter the number of the remote fax machine.

◄ You can store One-Touch or Speed-Dial numbers in your machine to dial frequently-used numbers with the touch of a button. For more information, see page 5.6.

The LCD displays the number you are dialing.

```
01952292033
```

◄ If a person answers the telephone, ask him or her to press START so that you can send the document.

3
Press START/COPY when you hear the fax tone.

◄ You can cancel the transmission of a document at any time by pressing STOP.
For more information, see page 3.4.

The LCD displays the message 'SENDING' and the document begins to feed through the machine.

```
SENDING
```

3
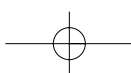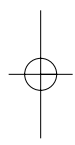
THE FAX MACHINE

4

Replace the handset.
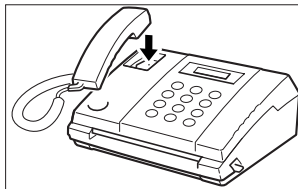
◄ You can send or receive a voice request while sending or receiving a fax. For more information about the voice request feature, see page 3.10.

Confirming the Transmission

When the last page of your documents has been sent successfully, the machine beeps, the LCD displays 'OK' and returns to Standby Mode.

    OK

◄ If something went wrong during your fax transmission, an error message appears in the LCD display.
For a listing of LCD error messages and their meanings, see page 6.7.

If you receive an error message, press STOP to clear it, and try to send the document again. For more information about canceling transmission, see below.

You can set your machine to print a confirmation report automatically. For more information, see page 5.11.

Canceling Transmission

1

Press STOP at any time to cancel transmission.

MNO
6
WXYZ
9
#

SPEED
R
REDIAL/PAUSE
OHD/V.REQ.
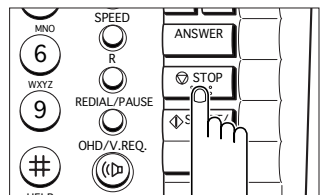
ANSWER
STOP
S

The fax transmission is canceled and the machine returns to Standby Mode.

    STOP PRESSED

THE FAX MACHINE

Receiving a Fax

Reception Modes
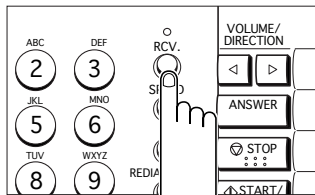
Your fax machine has four reception modes

• In FAX mode, the machine answers an incoming call and immediately goes into receive mode, expecting a fax to be sent.

• In TEL mode, automatic fax reception is turned off. You can receive a fax only by manually pressing START/COPY.

• In TEL/FAX mode, your fax machine plays a greeting message to callers before receiving the fax. The caller can't leave a message for you in TEL/FAX mode.

• In ANS/FAX mode, the caller can leave an incoming message on your machine as well as send a fax.

If you rarely use the fax line for voice conversation, set the fax machine to receive a fax automatically by selecting either FAX or TEL/FAX mode.

Receiving in FAX Mode

1
Press RCV. repeatedly until the lamp lights up.
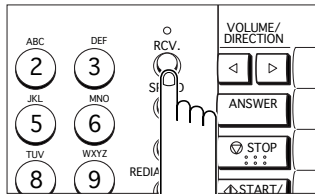
◄ In FAX mode, when you get a call, the machine answers the call on the second ring. You can change the number of rings. See page 5.13.

When reception is complete, the machine returns to Standby Mode.

Receiving Manually (in TEL Mode)

1
Press RCV. repeatedly until the lamp turns off.

The machine is now in TEL mode.

3

THE FAX MACHINE

2

When the telephone rings, pick up the handset and answer it.
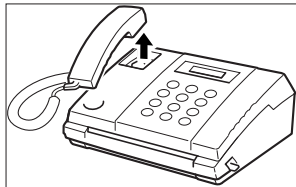
3

If you hear a fax tone, or if the person on the other end asks you to receive a document, press START/COPY.

WXYZ
9
REDIAL/PAUSE
OHD/V.REQ.
HELP

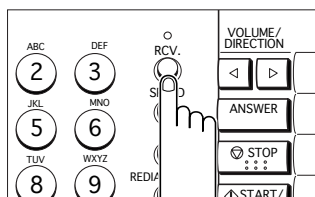STOP
START/COPY

SF 110T

4
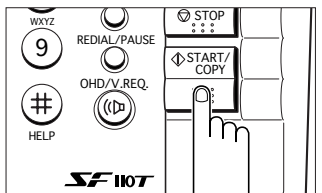
Replace the handset.
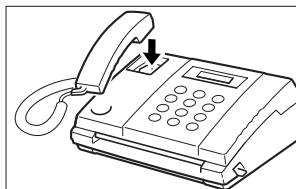
◄ The machine begins receiving and returns to Standby Mode when reception is complete.

Receiving in TEL/FAX Mode

1

Press RCV. repeatedly until the lamp flashes.

ABC 2   DEF 3
RCV.
VOLUME/DIRECTION
◄ ►

JKL 5   MNO 6
ANSWER

TUV 8   WXYZ 9
REDIAL
STOP
START/

The LCD briefly displays the message "TEL/FAX MODE", then asks if you want to use outgoing greeting message.

```
TEL/FAX MODE
```

```
USING OGM?
```

THE FAX MACHINE

2a

If you want to use an OGM for TEL/FAX mode, press START/COPY.

The greeting message recorded is automatically played back so that you can check it.
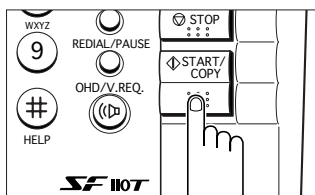
◄ For more information on recording an OGM, see page 2.11.

When a call comes in, the machine answers and automatically plays the greeting message (OGM).

When the message is finished, the machine goes into fax receive mode.

◄ If the machine hears a fax tone from the other end, it stops playing the message and goes into fax receive mode.

2b

If you do not want to use an OGM for TEL/FAX mode, press STOP.
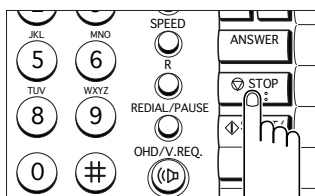
When a call comes in, the machine waits for a fax signal.

If a fax is being sent, the machine goes into receive mode.
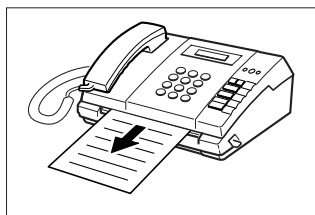
If the machine does not detect a fax signal, it will continue ringing to tell you it is a phone call.
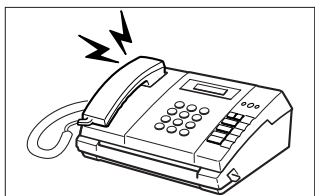
◄ Answer the call, or it will switch to automatic reception mode.

3

THE FAX MACHINE

Receiving in ANS/FAX Mode

1

Press ANSWER.

The button lights up when ANS/FAX mode is selected.
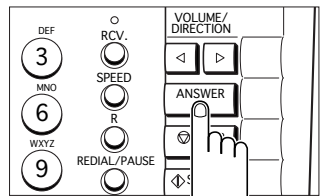
◄ To turn off ANS/FAX mode, press ANSWER. The button light will be off.

For more information about ANS/FAX mode, see page 2.13.

The LCD briefly displays when the greeting message was recorded.

`TIME:15-06 10:30`

Then the LCD counts down the time as the message is played back.

`ANSWER OGM : 13s`

◄ If you haven't yet recorded a greeting message, the LCD displays an error message and you won't be able to place the machine in ANS/FAX mode until you record one.

2

When you get a call, the machine answers the call with the ANS/FAX greeting message.

3

The caller can leave a message. The machine records the caller's message.
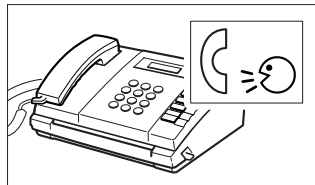
If a fax is being sent, the machine goes into receive mode.
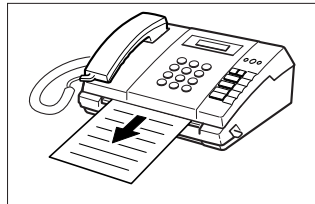
◄ Anytime while the greeting message is playing or the incoming message is being recorded, you can talk to the other person by picking up the handset.

If the memory becomes full while a caller leaves message, your machine sounds warning beeps and disconnects the line. The machine will not function as an answering machine unless you erase the recorded messages.

If a Call Transfer feature turns on and a new message is recorded, the machine will dial the specified phone number and alert you there is a message recorded in memory. For more information on the Call Transfer feature, see page 4.6.
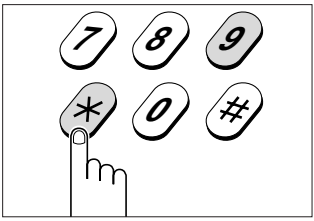
THE FAX MACHINE

Using an Extension Telephone

If you have an extension phone connected to the same line as your machine, you can control your fax machine from this phone.

1

When you receive a call on the extension phone and hear fax tones, press the buttons "✱9✱" on the extension telephone.

The machine receives the document.

◄ If you still hear a greeting message when you pick up the handset, press ✱#✱ to exit the fax machine from the answering mode.

'✱9✱' is the remote receive start code preset at the factory. The first and the last asterisks are fixed, but you can change the middle number to whatever you choose. For more information, see page 5.13.

The extension phone might not work properly depending on line conditions.
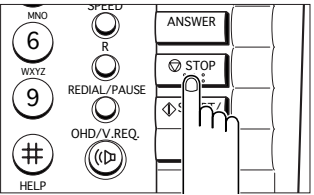
2

When you are finished speaking, or the machine begins receiving documents, replace the handset of the extension telephone.

Canceling Reception

1

Press STOP to cancel reception at any time.

The fax reception is canceled and the machine returns to Standby Mode.

```
STOP PRESSED
```

3

THE FAX MACHINE

Voice Request

If you're sending or receiving a document and need to speak to the other person during the same phone call, use Voice Request to alert the person at the remote site. You can also respond to a Voice Request made by the person at the remote end.

Sending a Voice Request

1

Press V.REQ. while a document is being sent or received.

The V.REQ. button lights up and a voice request signal will be sent to the remote fax machine after the document has been sent or received.
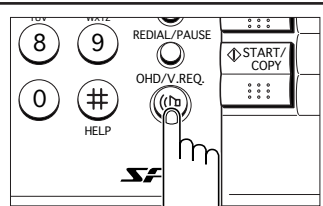
◄ You cannot talk with the other person and send a fax at the same time.

The person on the remote end has 10 to 15 seconds to pick up the handset and begin talking to you. If no one answers, your machine returns to Standby Mode.

If you cannot seem to alert the other person, the remote fax machine may not have the Voice Request feature.

2

When the phone rings, pick up the handset and answer it.
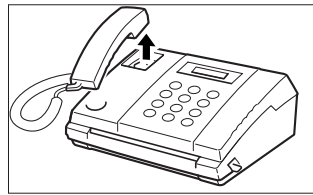
◄ When you finish talking, if you have another document to send, load the document and tell the other person to press START. When you hear the fax tones, press START/COPY.

3

When you finish speaking, replace the handset.
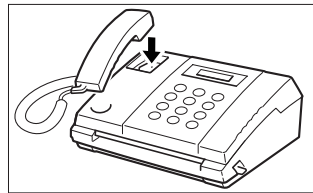
◄ You can cancel a voice request by pressing V.REQ. a second time.
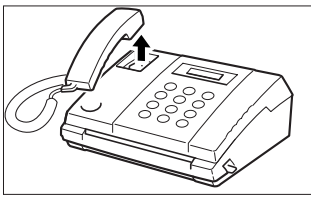
The fax machine to which you are sending must have voice request capability.
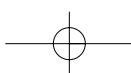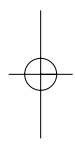
THE FAX MACHINE

Answering a Voice Request

1

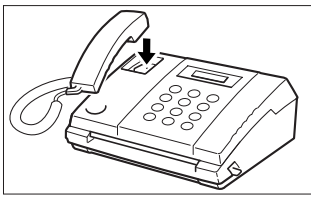When the phone rings, pick up the handset and answer it.

2

When finished, replace the handset.

◄ If you don't answer the voice request within 10 to 15 seconds, the machine prints out a CALL BACK MESSAGE list.

3
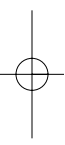
THE FAX MACHINE

Polling

Polling is when one fax machine requests another to send a document. This is useful when the person with the original document is not in the office or is not going to pay for the phone call. The person who wants to receive the document calls the machine holding the original, and requests that the document be sent.

1

Press OHD/V.REQ.
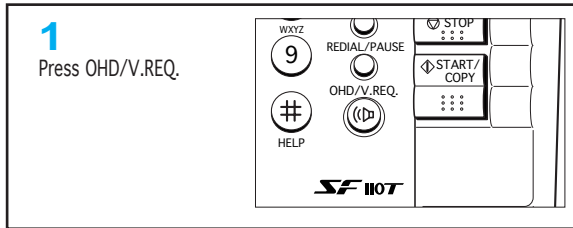
◄ You'll hear the dial tone through the speaker.

If you prefer, lift the handset instead of pressing OHD.

There should be no documents loaded in your machine, and the remote machine must be ready for your call.

2

Enter the number of the remote machine.
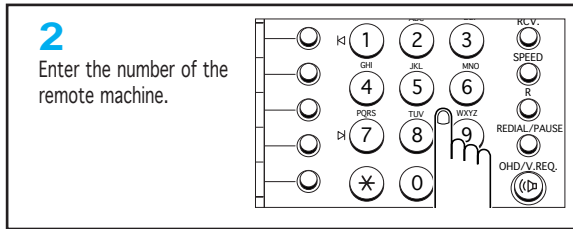
◄ When polling another fax machine to retrieve a document, the remote machine may be secured with a poll code. In this case, you cannot receive the document.

The LCD displays the number you are dialing.

`1952292033`

3

When you hear a fax tone, press RCV.
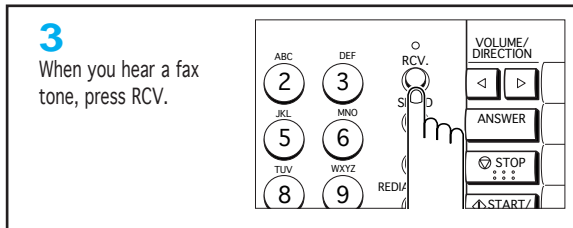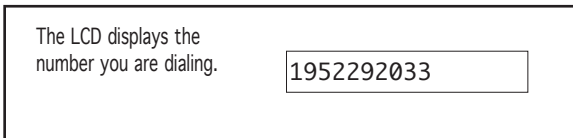
◄ Not all fax machines have polling capability, and polling incompatibility sometimes occurs between fax machines from different manufacturers. Therefore, polling may fail in some cases, even when poll codes are not used.
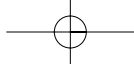
Your fax machine cannot be polled, so other fax machines cannot poll a document from your machine.
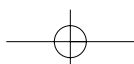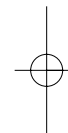
Your machine begins to receive the document from the remote machine.
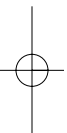
`RECEIVING-POLL`
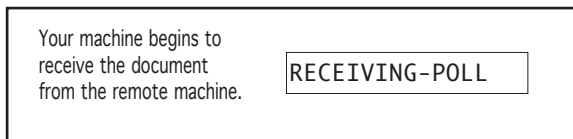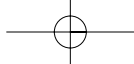
THE FAX MACHINE
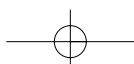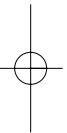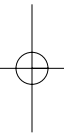
Chapter Four

THE ANSWERING MACHINE

Chapter Four

THE ANSWERING MACHINE

In this chapter, you will learn how to check your ANS/FAX greeting message, monitor incoming calls, record a memo, play and erase messages, and access your machine from a remote telephone.

Checking Your ANS/FAX Greeting Message

For information about how to record your first ANS/FAX greeting message, see page 2.13.

1

Press OGM.

◄ If you have not yet recorded an ANS/FAX greeting message, an error message appears in the LCD display. You must record an ANS/FAX greeting message before you set the machine to ANS/FAX mode.

If you want to change a previously recorded greeting message, simply record the message again. Your machine automatically records the new message over the old one. For instructions, see page 2.13.

The LCD displays when the message was recorded.

`TIME:15-07 12:45`

Then the LCD display counts down the time as the message is played back.

`ANSWER OGM : 13s`

Monitoring an Incoming Call

1

When the Call Monitoring option is on and an incoming message is being recorded, you hear the caller's voice through the speaker.

◄ You can turn off Call Monitoring. For more information, see page 5.14.

2

If you want to speak to the caller, lift the handset.

◄ The machine stops recording and you can speak directly to the caller.
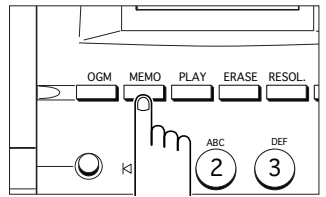
4

Recording a Memo

Memo recording is very useful when you want to leave a message for someone on your machine.
Recording time varies depending on memory capacity, and can be a total of 15 minutes.
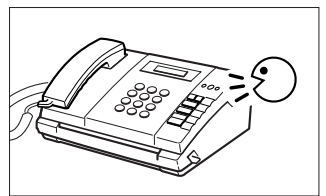
1

Press and hold MEMO until you hear a beep.

OGM MEMO PLAY ERASE RESOL.

ABC DEF
2   3

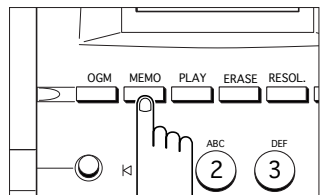The LCD display starts to count the recording time.

`RECORD:  0(60s)`

2

Speak into the microphone to record a message of up to 60 seconds.

◄ You can change the time limit for a memo message. For more information, see page 5.14.

3

When you finish speaking, press MEMO again or press STOP.

OGM MEMO PLAY ERASE RESOL.

ABC DEF
2   3

◄ If the recording time expires before you finish talking, the machine automatically returns to Standby Mode.

The LCD displays the total number of messages waiting to be heard.

`MEMO:01 ICM:09`

◄ "01" is the number of memos. "09" is the number of caller messages.

Playing Back Messages

When there are messages of any kind (caller messages or memos) waiting to be heard, the ANSWER button blinks. After you listen to all the messages, the ANSWER button no longer blinks.

Playing Back Caller Messages

1
Press PLAY.
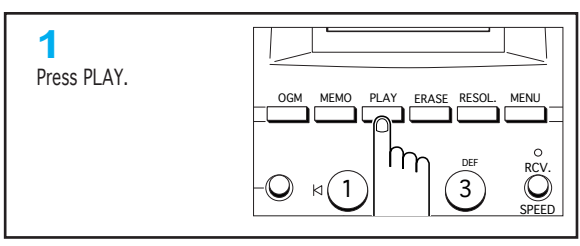
◄ During message playback, you can adjust the speaker volume by pressing VOLUME ◄ and ►.

The machine briefly displays the date and time when the message was recorded, then starts to play the message.
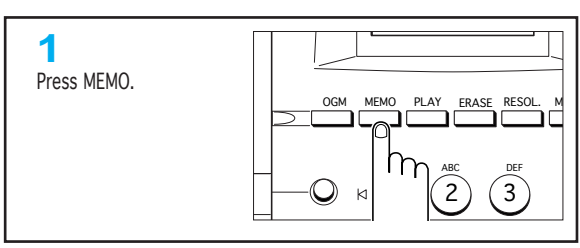
`TIME:30-07 12:45`

◄ In the sample LCD to the left: "01" is the message number currently being played. "03" is the total number of messages in memory. "50s" is the play-back time for the message currently playing. This time counts down as the message plays.

This procedure is repeated for all messages.

`ICM : 50s(01/03)`

Playing Back Memos

1
Press MEMO.

The LCD briefly displays when the memo was recorded, then plays the message.

`TIME:30-07 10:30`

While the memo is playing back, the LCD displays a variety of useful information.
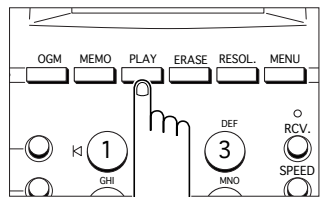
`MEMO: 14s(01/02)`

4

THE ANSWERING MACHINE

Playing Back All Messages

1

Press and hold PLAY until you hear a beep.

OGM MEMO PLAY ERASE RESOL. MENU

1 3 RCV.
GHI DEF MNO SPEED

All the messages, including caller messages and memos are played back. The LCD briefly displays when each message was recorded, then plays the message.

`TIME:30-07 10:30`

◄ To stop listening before you reach the end of the messages, press STOP or press PLAY again.

While the message is playing back, the LCD displays a variety of useful information.

`ICM: 18s(01/05)`

◄ For more information, see "Playing back caller messages" on page 4.3.
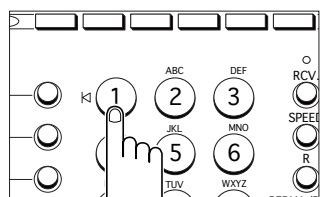
Skipping Forward or Backward

To skip backward:

1

Press |◄ while listening to the message.

The machine skips back to play the previous message.

1 2 3 RCV.
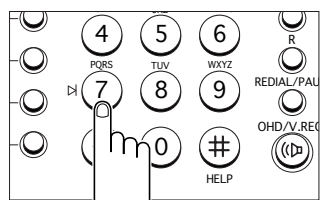ABC DEF SPEED
5 6 R
JKL MNO
TUV WXYZ
REDIAL/P

◄ If you press |◄ while playing back the first message on the machine, your machine plays the beginning of the first message again.

To skip forward:

1

Press ►| while listening to a message.

The machine skips forward to play the next message.

4 5 6 R
PQRS TUV WXYZ
7 8 9 REDIAL/PAU
0 # OHD/V.REC
HELP

◄ If you press ►| while listening to the last message on the machine, your machine beeps and returns to Standby Mode.

Erasing Old Messages

As more and more messages are recorded on your machine, the memory fills up. To make sure there's room for new messages, erase the messages you've already listened to as soon as you know you'll no longer need them.

Erasing All Messages

1

Press ERASE.

The LCD display asks if you want to erase all messages.

```
ERASE ALL MSG. ?
```

2

Press START/COPY.

The LCD displays the message 'ERASING'. All memos and caller messages in memory are erased.

```
ERASING ...
```

Erasing a Selected Message

1

Press ERASE while the message is playing.

The LCD displays the message 'ERASING', and the message is erased.

```
ERASING ...
```
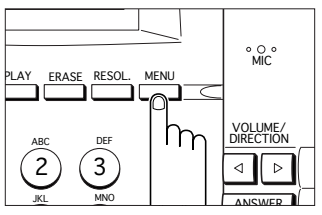
4

THE ANSWERING MACHINE

Call Transfer

You can set your machine to transfer an incoming call to a specified location. When you use the Call Transfer feature, the machine operates as follows:

• When a call comes in and the caller leaves a message, your machine automatically dials the telephone number you have specified as a Call Transfer destination.

• When someone (maybe you) answers the call, your machine sends out beeps for up to 55 seconds, and waits for the remote password to be entered. The remote password is preset to #139# at the factory.

• If the correct password is entered, the machine plays the newly recorded message.

• When the playback is complete, you hear a short beep. You can then enter another remote command to perform another operation. See 'Using Remote Commands' on page 4.11.
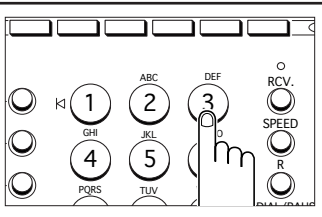
If there is no key input or a wrong password is entered while the machine sends out beeps, the machine releases the line.

Turning the Call Transfer Feature On or Off

1
Press MENU.

2
Press 3.

The LCD displays 'SYSTEM DATA'.

3. SYSTEM DATA

THE ANSWERING MACHINE

3

Press START/COPY.

The LCD asks if you want
to set fax or answering
options.

FAX   TAD

4

Select 'TAD' by using
◀ or ▶.

◀ FAX: Fax Special Features
TAD: Telephone Answering Device
features

5

Press START/COPY.
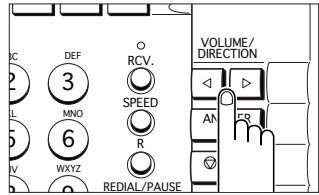

The LCD displays 'CALL
TRANSFER?'.

CALL TRANSFER?

6

Press START/COPY.

The LCD displays
'YES NO'.

YES   NO

4

THE ANSWERING MACHINE

7

Select 'YES' by using ◄ or ►.

8

Press START/COPY.
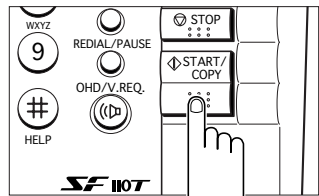
The LCD display asks you to enter the number of the remote fax machine.

`TEL:_`
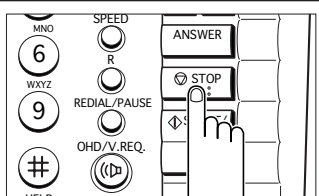
9

Enter the number by using the number keypad.
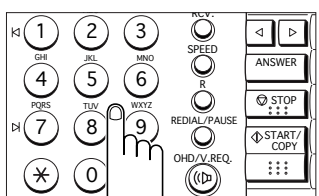
◄ Your machine will dial this number each time a new message is recorded in ANS/FAX mode.

If you have already entered a phone number, the number appears in the LCD. To change the number, just enter new number over it.

10

Press START/COPY when the number appears correctly in the LCD.
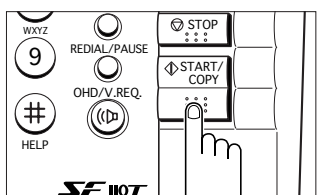
11

Press STOP twice to return to Standby Mode.

◄ You can turn this feature on or off from a remote Touch-Tone phone. See 'Using the Answering Machine from a Remote Phone', on page 4.9.

Using the Answering Machine from a Remote Phone

You don't need to be at the machine's control panel to operate the answering machine. If you have access to a Touch-Tone phone, you can operate many features, such as message playback, no matter where you are.

To operate your machine from a remote phone, you need to enter a five-character password. The remote password is preset at the factory to "#139#" but you can change it to any number you want. For more information, see page 5.14.

Accessing the Machine

1

Call your fax number from a touch-tone telephone.
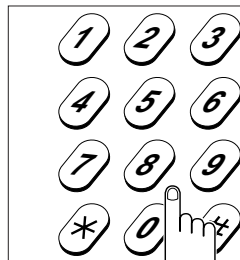
◄ A pulse line works only if you can switch the phone to tone dialing. If you can, switch it to tone after you dial the fax number but before entering any remote codes.

2

When the machine answers with the greeting message, enter the remote password #139#, or whatever new password you have chosen.

When the correct password is recognized by the machine, you hear two short beeps (the confirmation signal).
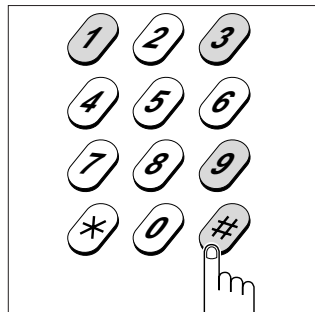
◄ If the machine doesn't immediately respond to a remote command, try to enter the code again. If the machine still has difficulty recognizing the command, try calling from another phone.

The machine might not respond if the tones produced by the remote telephone are too short in duration. Press and hold each key for at least a second. Some phones only emit a short tone with each key press. Try to call from a phone that emits a tone for as long as you hold the key.

3

Enter the remote command that corresponds to the operation you want to perform.

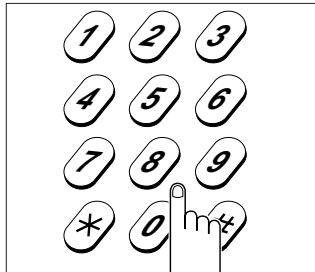When the specified operation is complete, you hear a short beep.
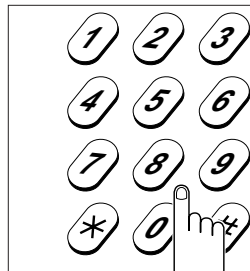
◄ After you hear the confirmation tone, you have 10 seconds to enter a command.
For more information about remote commands, see page 4.10.

4
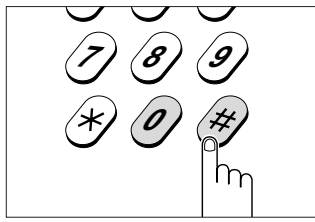
THE ANSWERING MACHINE

4

You can then enter another command to perform another operation, if you choose.

◄ If you enter a remote code while another remote function is performing, the unit stops performing the current operation and performs the new operation.

5

When you are ready to hang up, press #0 to finish the remote session.

◄ If you don't enter "#0", your machine may not hang up the line for several minutes.

Remote Commands

The commands for remote operations are listed here.
For more information about performing remote operations, see page 4.9.

#0   Exit remote control mode.

#1   Change the greeting message. After entering the command, speak into the handset. When you finish, press #1 again. If you run out of recording time, the machine stops and plays back the message.

#2   Play back all messages. The machine beeps and plays all messages, including memos. If there are no messages, the machine beeps four times and waits for another command to be entered.

#3   Record a memo. After entering the command, speak into the handset. When you finish, press #3 again. If you run out of recording time, the machine stops recording, beeps, and waits for another command to be entered.

#4   Skip backward a message. The machine stops playing the current message and plays the previous one.

#5   Play back new messages. The machine beeps and plays all new messages. If there are no new messages, the machine beeps four times and waits for another command to be entered.

#6   Skip forward a message. The machine stops playing the current message and plays the next one.

THE ANSWERING MACHINE

#7   Erase the message currently playing. The machine erases the current message and plays the next.

#8   Turn ANS/FAX mode on/off. The machine plays the greeting message when ANS/FAX mode turns on. Each time you press #8 thereafter, ANS/FAX mode is turned off or on again.

#9   Erase all messages.

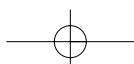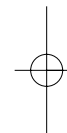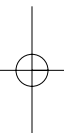#*1   Turn on Call Transfer feature with the destination phone number currently stored in your machine.

        If there is no number stored as a Call Transfer destination, you cannot turn this feature on from a remote phone.

#*2   Change Call Transfer destination number, and turn on the feature.

        Press #*2. When you hear the confirm tone (double-beeps), enter the new destination number. You cannot include # as a dial number. Use * to insert a PAUSE between numbers. When you finish entering the number, press #.

#*3   Turn off Call Transfer feature.

If you hear a greeting message when you pick up the handset of the extension phone, press *#* to exit the fax machine from answering mode.
        (This code is used at a phone extension connected to the same line as your fax machine.)

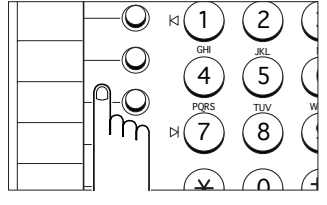# Chapter Five

SPECIAL FEATURES

Chapter Five

SPECIAL FEATURES

Automatic Dialing

There are two ways to store numbers for automatic dialing: One-Touch Dialing and Speed Dialing. One-Touch dialing lets you touch any one of the 5 one-touch buttons on the left of the machine's control panel to dial your number automatically. Speed Dialing allows you to enter two digits on the keypad to dial a number.

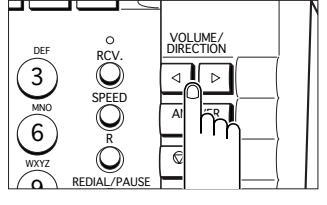## Storing a Number for One-Touch Dialing

1

Press and hold a one-touch button.

◄ You can store a total of 10 numbers in the 5 one-touch buttons. Each one-touch button can simultaneously hold one fax number and one telephone number.
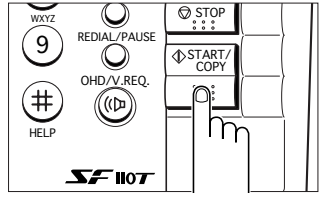
The LCD asks if you want to assign a telephone number.

```
TEL      FAX
```

2

Choose the type of number you want to store by using the ◄ or ►.

3

Press START/COPY.

5

SPECIAL FEATURES

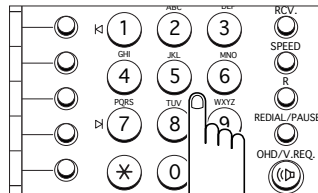T01 in the LCD stands for "telephone number stored in button 01".

`T01:_`

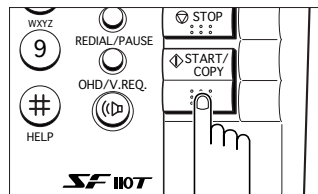F01 in the LCD stands for "FAX number stored in button 01".

`F01:_`

◄ To correct a digit, use the ◄ or ► to move the blinking line under the digit, then enter the correct digit.

If the button is already storing a fax or phone number, the LCD displays the number.

To erase the number, move the blinking line to the first digit, and press ◄.

4

Enter the number you want to store.

◄ To put a pause into the dialing sequence (for example, when you dial an outside number through a PBX system) press REDIAL/PAUSE . The pause will appear as a 'P' in the LCD.

5

When the number appears correctly in the LCD, press START/COPY.

The LCD asks you to enter a name.

`NAME:_`

6

If you want to assign a name to the number, enter the name.

◄ For information on how to enter a name using the number keypad see page 5.3.

7

Press START/COPY when the name appears correctly in the LCD.

◄ You can use the One-Touch address on the telephone number list to label the one-touch buttons. Cut out the One-Touch address from the telephone number list and use it, if required. To print the list, see page 5.15.

Using the Keypad to Enter a Name

These instructions assume that the LCD is asking you to enter a name.

1

Press the number button labeled with the letter you want - press the button repeatedly until the letter appears in the LCD.

◄ Press the number button as many times as necessary to get the letter or number.

For a list of letters and corresponding buttons, see the next page.

The letter appears in the LCD.

NAME : S̲

2

When the letter you want appears in the LCD, press another number button labeled with the next letter you want.

The letter appears in the LCD.

NAME : SA̲

3

If you want to enter the same letter, move the blinking line to the next position using the ► button.

The blinking line is moved to the next position.

NAME : SA̲_

5

SPECIAL FEATURES

4

Press the same number button.

The same letter appears in the LCD.

NAME : SA**A**

5

When finished entering name, press START/COPY.

◄ Select additional letters in the same way.

Keypad Character Assignments

Number	Assigned numbers, letters, or characters							
1	Space	1						
2	A	B	C	2				
3	D	E	F	3				
4	G	H	I	4				
5	J	K	L	5				
6	M	N	O	6				
7	P	Q	R	S	7			
8	T	U	V	8				
9	W	X	Y	Z	9			
0	+	_	,	.	/	*	#	&	0
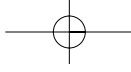
SPECIAL FEATURES

Storing a Number for Speed Dialing

1

Press and hold SPEED until 'INPUT [01~50]>' appears in the LCD.

◄ You can store a total of 50 telephone or fax numbers in the 2-digit Speed Dial locations. Each location can hold only one number.

The LCD asks you to enter the location of the number you wish to assign.

```
INPUT [01-50]>_
```

2

Enter a 2-digit location number (01 through 50) to which you want to assign the telephone or fax number.

◄ If the button is already storing a fax or phone number, the LCD will display the number. If you want to erase the number, move the blinking line to the first digit, and press ◄.

The LCD asks you to enter the telephone number.

```
S05:_
```

"S05" in the LCD stands for "number stored in Speed Dial button 05".

3

Enter the number you want to store.

◄ You can put a pause in the dialing sequence (for example, when you dial an outside number through a PBX system) by pressing REDIAL/PAUSE. The pause will appear as a 'P' in the LCD display.

4

When the number appears correctly in the LCD, press START/COPY.

The LCD asks you to enter a name.

```
NAME:_
```

5
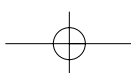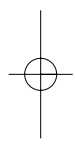
SPECIAL FEATURES

5

If you want to assign a
name to the number,
enter the name.
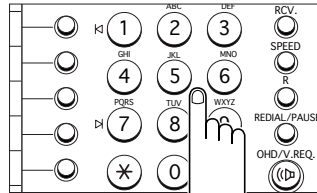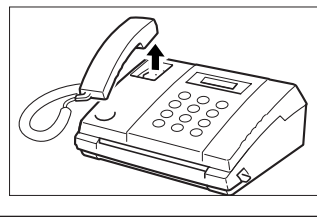
◄ For information on how to enter a
name using the number keypad, see
page 5.3.

6

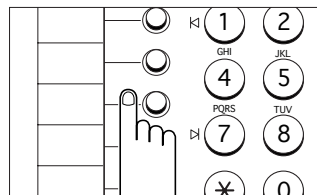Press START/COPY when
the name appears
correctly in the LCD.
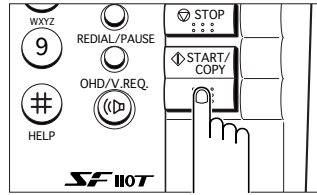
Dialing a One-Touch Number

1

Pick up handset.

◄ For hands-off operation , press
OHD/V.REQ.

2

Press the one-touch
button (01 through 05).

◄ If there is no document loaded, the
telephone number is dialed. If a
document is loaded in the document
feeder slot, pressing the One-Touch
button dials the fax number associated
with that button.

If you press OHD/V.REQ., pick up the
handset when the other person
answers.
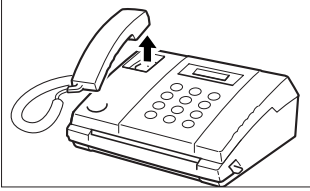
The LCD displays the
number or name stored
for that one-touch
button. You hear the
dialing on the speaker.

123456789

SPECIAL FEATURES
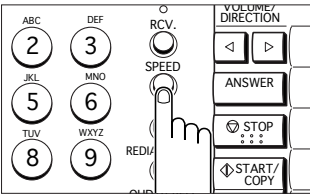
Dialing a Speed Number

1

Pick up handset.

◄ For hands-off operation, you can press OHD/V.REQ.
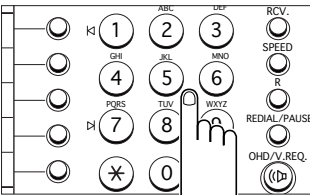
2

Press SPEED.

The LCD asks you to enter the location number.

`LOC NO[01-50]>_`

3

Enter the 2-digit location number.

◄ If you press OHD/V.REQ., pick up the handset when the other person answers.
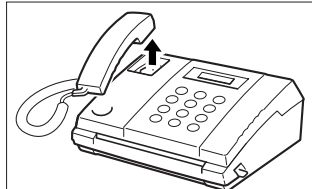
The LCD displays the speed number or name.

`9P4602114`

5

REDIAL/PAUSE

REDIAL/PAUSE has two functions. It can be used to redial the number you last called, or it can be used to insert a pause in a number when you're setting up a One-Touch or Speed-Dial number.

To redial the number you last called:

1

Pick up handset.

◄ For hands-off operation, you can press OHD/V.REQ.

2

Press REDIAL/PAUSE.

The number is dialed automatically.
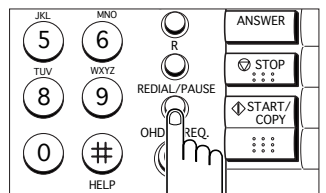
With some telephone systems, you must dial an access code ("9", for example) and listen for a second dial tone before dialing an outside number. In such cases, you must insert a pause in the number.

To insert a pause when storing an automatic-dial number:

1

When entering the number, press REDIAL/PAUSE at the position in the number when dialing should pause momentarily.
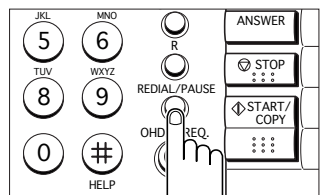
◄ For more information on storing automatic-dial numbers, see page 5.1.

A 'P' appears in the number you are entering in the LCD display.

`02P259P2114`

SPECIAL FEATURES

TONE

Some special services, such as alternate long-distance carriers and bank-by-phone, need tone signals.

If you have pulse service, you can still use the special tone services by following these steps:

1

Make a call to the special service.

2

When the special service answers, press ✳ button.

Any further numbers you

R (RECALL)

If you get a call and want to transfer it to someone else, press R and dial the number of that person. This may not work with some phone systems. Contact whoever supplied your phone to find out.

1

When you are on the telephone and want to transfer it to someone else, press R.

5

SPECIAL FEATURES

Chain Dialing
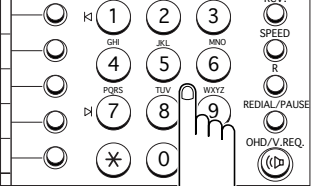
When using a special computer service, such as alternate long distance or bank-by-phone, you must dial the telephone number of the service and wait for the computer to answer before continuing. The length of time before the computer answers can vary, so using a pre-programmed pause after a service number is not advised.

If you have pulse-dialing service, be sure to include a pulse-to-tone mode change in front of the numbers that you want to dial after the computer service answers.
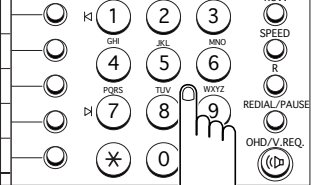
1

Pick up the handset.

2

Dial the service number using the dial keypad.

3

When the computer answers, dial the other information by using a One-Touch button or the number keypad.

◄ Speed-Dial numbers can not be used for chain dial.

Options

Your fax machine has various user-selectable features. These options are preset at the factory, however you may wish to change them. To find out how the options are currently set, print out an Option Report. For more information on printing a report, see page 5.15.

Setting an Option

1
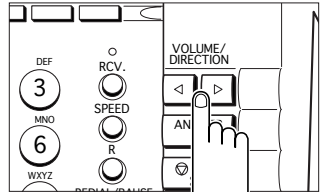Press MENU.

2
Press 3.

The LCD displays 'SYSTEM DATA'.

```
3. SYSTEM DATA
```

3
Press START/COPY.

The LCD display asks if you want to set FAX or TAD (telephone or answering device) options.

```
FAX        TAD
```

5

SPECIAL FEATURES

4

Choose 'FAX' or 'TAD' by using ◀ or ▶.

5

Press START/COPY.
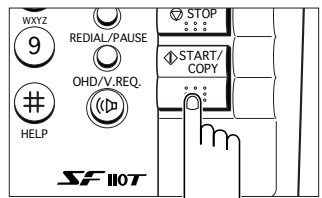
The LCD sequentially displays the settings you can change.

```
GRAY SCALE?
```

6

Scroll to the option you want to set by pressing ◀ or ▶ repeatedly until you find the one you want.
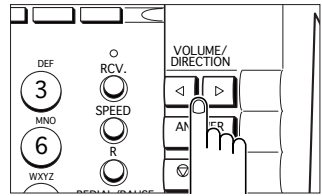
7

When the desired option appears in the LCD, press START/COPY.
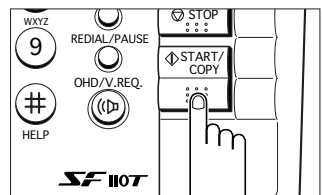
◀ Use the ◀ or ▶ to move the blinking line under the items you want.

You can exit from setup mode at any time by pressing STOP. When you press STOP, the machine stores the features you've already changed and returns to Standby Mode.

SPECIAL FEATURES

Setting FAX Options

These instructions assume you've followed the steps above under "Setting an Option" and the machine is asking if you want to change one of the options listed here.

• **Gray Scale Level** - This is the first level of the Photo Mode and is good for sending photographs.

Set gray scale levels 16 or 32. Level 32 works only when the remote machine has a Super Fine feature. When level 32 is chosen, it takes longer to send, but the results will look better at the receiving end.

• **Confirmation Report** - You can set the fax machine to automatically print out a confirmation report every time you send a fax. This report shows whether your fax went through or not, how many pages were sent, and so on.

Choose YES to print out a confirmation report automatically each time you send a fax. Choose ERROR to print out a confirmation report automatically only when there is an error.
Choose NO to disable this feature.

• **Ring Count** - Select the number of times your machine rings before answering an incoming call. If you are using your machine as both a telephone and a fax machine, we suggest you set the ring count to at least 4 to give you time to answer.

Select one of the displayed numbers, then press START/COPY.

• **Remote Receive Code** - The Remote Receive Code allows you to initiate fax receive from an extension phone connected to the same line as your fax machine. If you pick up the extension phone and hear fax tones, enter the Remote Receive Code and the fax will start receiving. The code is preset to "*9*" (star nine star) at the factory. The first and the last *s are fixed, but you can change the middle character to any digit between 0 to 9.

Enter the number you want to use, then press START/COPY.

• **Auto Journal** - The fax machine keeps records of communications. You can get a transmission or reception journal printout manually or automatically.
Choose YES to print out a communication (send and receive) journal after every 50 communications.
Choose NO to disable this feature.

• **Modem Speed** - You can select the Modem Speed. Choose 24 for 2400 bps, 48 for 4800 bps, 72 for 7200 bps, or 96 for 9600 bps.

5

SPECIAL FEATURES

Setting Telephone Answering Machine Options

These instructions assume you've followed the steps above under "Setting an Option" and the machine is asking if you want to change one of the Telephone Answering Machine options listed here.

• **Call Transfer** - This feature allows the fax machine to transfer an incoming caller's message to a specified remote location.

 Choose YES to turn on the Call Transfer feature, and enter the telephone number to which it should be transferred.
 Choose NO to disable the feature.

• **Call Monitoring** - Call Monitoring enables you to listen on the speaker while callers leave messages on your machine.

 Choose YES to turn on Call Monitoring.
 Choose NO to turn off Call Monitoring.

• **Charge saver** - This feature lets you dial into your machine from a remote phone and check whether anyone has left a message without being charged for a charge call. When charge saver is on and there are messages waiting to be heard, the machine answers on the number of rings you specify in the ring count option. If there are no messages, the machine answers on the second ring after the number specified. This gives you time to hang up the phone before the machine answers - and saves the price of the call.

 Choose YES to turn on charge saver.
 Choose NO to turn off charge saver.

• **Message Recording Time** - You can select the maximum time allowed for caller messages and memos.

 If you press START/COPY, the LCD shows you the time limits available: 0, 30, 60, or 90 seconds. Choose the proper time. If you choose 0, it allows callers to hear the greeting message but doesn't permit them to leave messages.

• **Remote Password** - You can change the three-character password used to access your machine from a remote phone. The password is preset to "#139#" at the factory. The first and the last #s are fixed, but you can change the middle numbers. The machine doesn't accept double continuous character codes (011, 223, etc.) as passwords, because line conditions can occasionally make the machine fail to recognize a double digit code.

 Each the characters you want to use, then press START/COPY.

• **Battery Alarm** - You can turn on the Battery Alarm feature. With this feature on, the machine displays a low battery message in the LCD display and sounds beeps to alert you of the low battery condition.

 Choose YES to turn on the Battery Alarm feature.
 Choose NO to turn off the Battery Alarm feature.

• **Check battery** - If you want to check the remains of the battery, Press START button. The machine displays the remaining capacity of the battery in the display.

User Reports

Your fax machine can print out reports containing useful information - transmission and reception verification, option settings, etc. Instructions on printing reports are shown below. The following reports are available:

• **Help List** - This list shows the machine's basic functions and commands and may be used as a quick reference guide. You can also use the function menu to remind you how to set a particular function.

• **Confirmation Report** - This report can be printed on command or by selecting the appropriate user option. You can have a confirmation report printed automatically after each document you send.

• **Voice Status Report** - This report shows the status of the recorded messages.

• **Transmission Journal** - This report gives specific information concerning transmission activity: the times and dates of the most recent transmissions, the phone numbers that were called, etc.

• **Reception Journal** - This report gives specific information concerning reception activity: the times and dates of the most recent fax receptions, the phone numbers from which the calls were made, etc.

• **Telephone Number List** - This list shows all numbers currently stored in One-Touch and Speed-Dial locations. Before changing or adding any automatic-dial number, print this report to check the numbers currently stored. Print this report after making changes to confirm the new numbers. This report also includes the One-Touch numbers.

• **System Data List** - This list shows the status of the user - selectable options. After you change any settings, print out this list to confirm your changes.

Printing Reports

1
Press MENU.

2
Press 4.

5
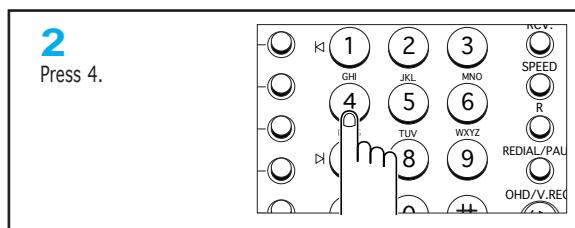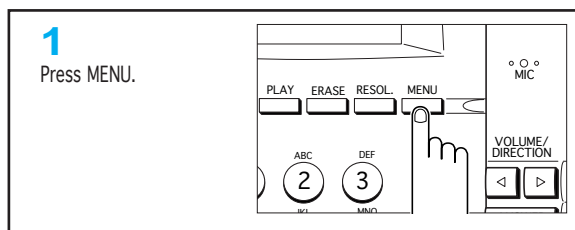
SPECIAL FEATURES

The LCD displays 'REPORT'.

```
4. REPORT
```

3

Press START/COPY.
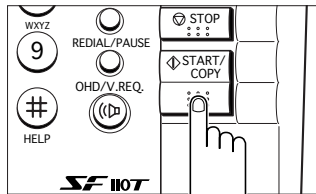
The LCD displays the lists available.

```
HELP LIST
```

4

Select the report you want by using ◀ or ▶.
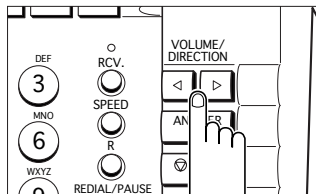
◀ Lists available:
HELP LIST
CONFIRM. REPORT
VOICE STATUS
TX JOURNAL
RX JOURNAL
TEL. NUMBER LIST
SYSTEM DATA LIST

The LCD displays the report you selected.

```
CONFIRM. REPORT
```

5

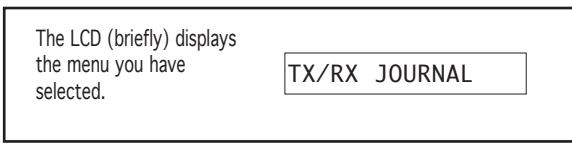Press START/COPY.
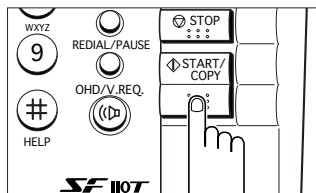
The machine will print the report you have selected.

```
PRINTING ...
```

Clearing Memory

You can clear the information in your fax machine's memory.

1
Press MENU.

2
Press 5.

The LCD displays
'MEMORY CLEAR'.

```
5. MEMORY CLEAR
```

3
Press START/COPY.

4
Select the desired menu
by using ◄ or ►.
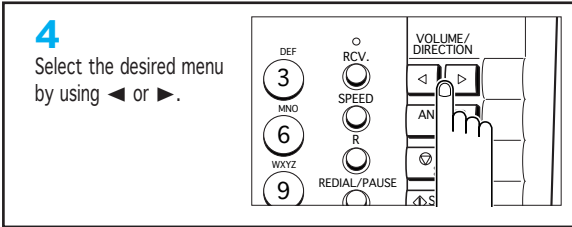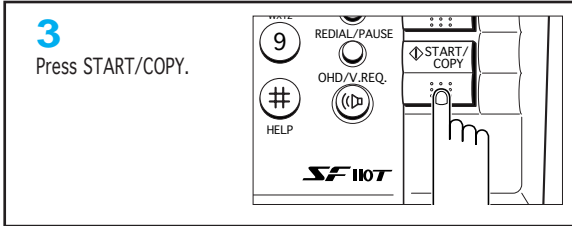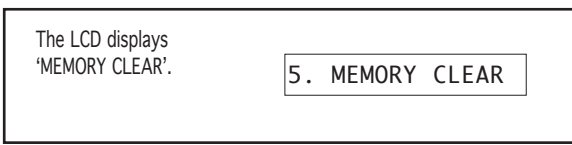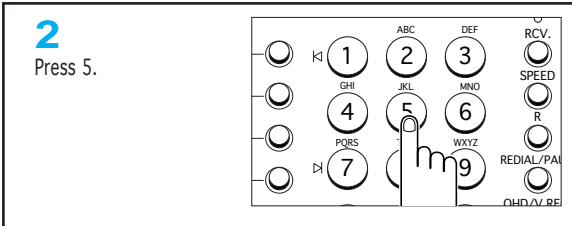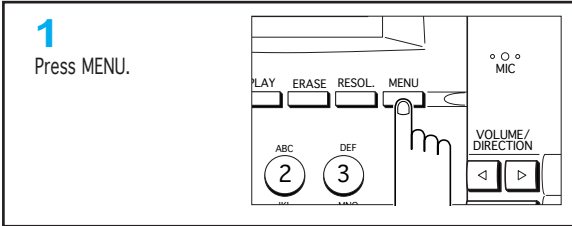
◄ Menus available:
TX/RX JOURNAL
TERMINAL ID
SYSTEM DATA
ONE-TOUCH DIAL
SPEED DIAL

The LCD (briefly) displays
the menu you have
selected.

```
TX/RX JOURNAL
```

5

SPECIAL FEATURES

5
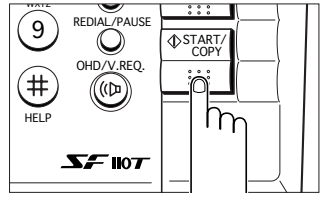
Press START/COPY.

The LCD asks if you are sure you want to clear memory.

    ARE YOU SURE?

◄ If you don't want to clear the memory, press STOP.

6

If you want to clear memory, press START/COPY.

The LCD displays the message 'MEMORY CLEARING'.

    MEMORY CLEARING

SPECIAL FEATURES

Alarm

You can set the fax machine to sound an alarm at an appointed time. If you set an alarm time, the fax machine will sound the alarm automatically at that time every day.

1
Press MENU.

2
Press 6.

The LCD displays 'ALARM TIME'

```
6. ALARM TIME
```

3
Press START/COPY.

The LCD asks if you want to set alarm ON or OFF.

```
ON   OFF
```

4
Choose 'ON' by using ◀ or ▶.
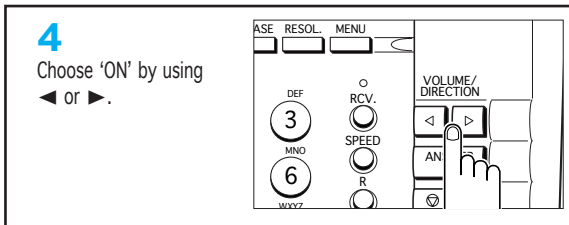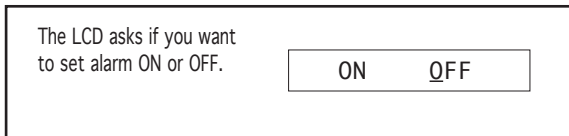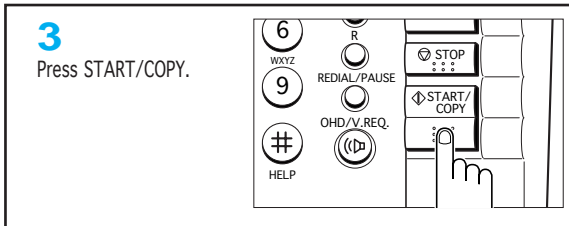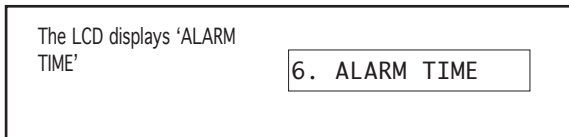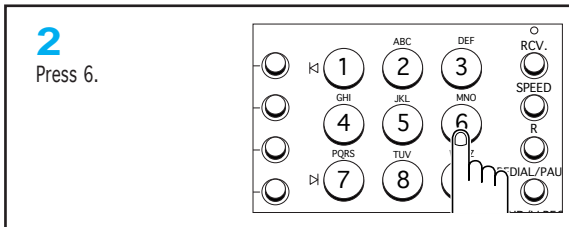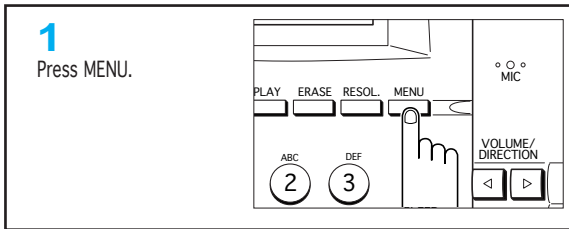
◀ If you don't want to set an alarm time, select 'OFF', and press START/COPY.

5

SPECIAL FEATURES

5
Press START/COPY.

The LCD displays the time previously set.

`TIME(HHMM)=12:00`

6
Press ◄ or ► to move the blinking line under the number you want to change.

◄ Hours=00~23
Minutes=00~59

7
Enter the correct number by using the number keypad.

◄ The machine uses 24-hour time format.

8
When the time is correct, press START/COPY.

◄ If you enter a wrong number, use ◄ or ► to move the blinking line under the number you want to correct, then enter the correct number.

To stop the alarm when it sounds, pick up the handset, press STOP, or OHD/V.REQ.

If you don't stop the alarm when it sounds, it will sound for 30 seconds every 3 minutes.
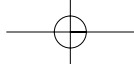
Chapter Six

CARE AND MAINTENANCE
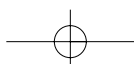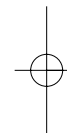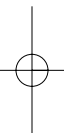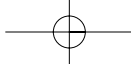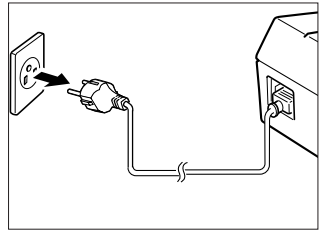
Chapter Six

CARE AND MAINTENANCE

In this chapter you will learn how to clear documents jams, what the various error messages mean, and how to fix some problems.
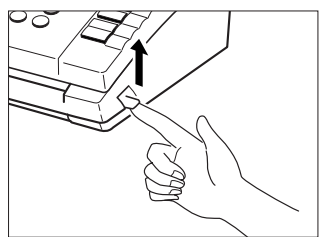
Clearing Document Jams
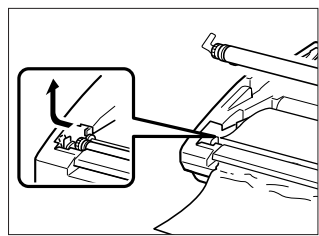
1
Unplug the power cord.

◄ If a document jams during transmission, do NOT pull the document out of the slot. Doing so could harm the fax machine.
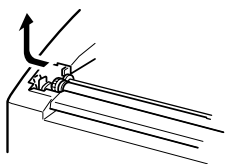
2
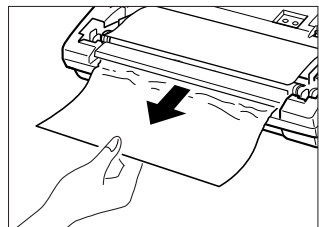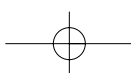Open the cover by lifting up the release lever on the side of the fax machine.

3
Remove the roller.

◄ While pushing both white tabs on the ends of the roller outward, lift the roller up and take it out of the machine.
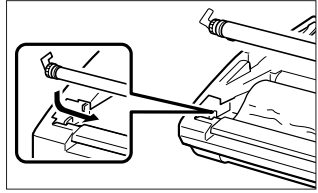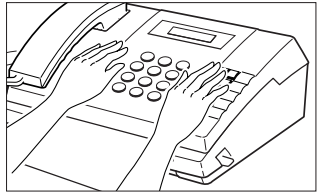
4
Remove the jammed document.

6

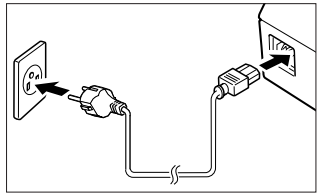## CARE AND MAINTENANCE

5

Replace the roller.

◄ Make sure the white tabs on the ends of the roller lock in place.

6

Close the cover firmly.

◄ Press down on the cover using both hands until it snaps into place.
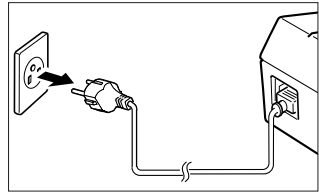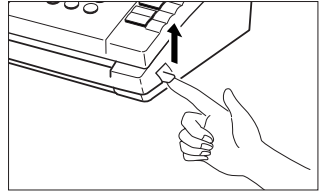
7

Plug in the power cord.

CARE AND MAINTENANCE

Cleaning the Roller and Scanning Glass

To keep your machine working properly, occasionally clean the White Roller and Scanning Glass as shown below. If they are dirty, documents sent to other fax machines won't be clear.
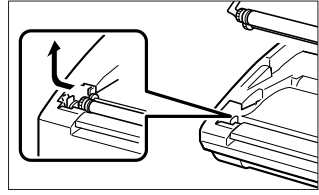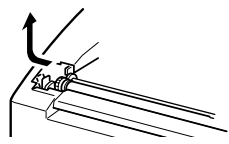
1
Unplug the power cord.

2
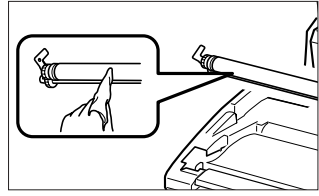Open the cover by lifting up the release lever on the side of the fax machine.
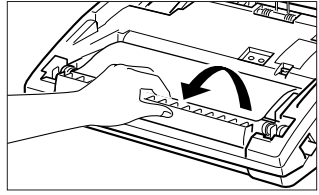
3
Remove the roller.

◄ While pushing both white tabs on the ends of the roller outward, lift the roller up and take it out of the machine.

4
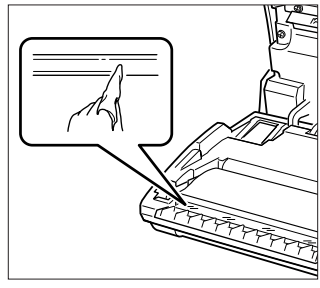Wipe the roller surface with fax cleaning wipes.
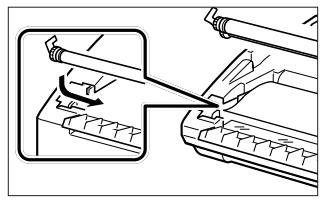
5
Open the guide by pulling it in the direction of arrow.

6

CARE AND MAINTENANCE

6

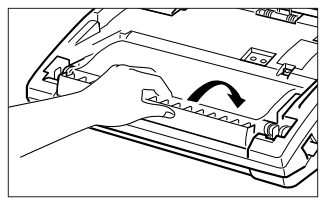Wipe the scanning glass surface with fax cleaning wipes.

7

Replace the roller following the reverse order of step 3.

◄ Make sure the white tabs on the ends of the roller lock in place.
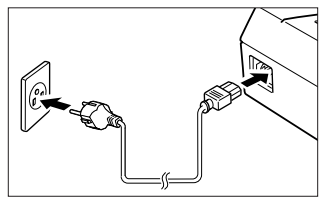
8

Replace the guide.

9

Close the cover firmly.

◄ Press down on the cover using both hands until it snaps into place.

10

Plug the power cord back in.

CARE AND MAINTENANCE

Purchasing and Storing Paper

Purchase replacement rolls of coated thermal fax paper with an outer diameter of 2.05 in/52 mm. (Total length of the paper roll is approximately 98.4 ft/30 m). Coated paper has a shiny surface, and will print better than uncoated.

We recommend that you use only authorized recording paper. Other types of paper can produce poor results, and even damage your fax machine.

Contact your dealer for more information on paper.

Store rolls in a cool, dark place, at or below 76 ºF (24.5 ºC) and avoid humidity higher than 65%.

To keep fax pages from darkening and fading, keep them out of direct sunlight, avoid temperatures above 105 ºF (40.5 ºC), and don't let them come in contact with blueprints (diazo copies), plastic films, or transparent tape. Keep stored pages from touching each other face to face. If they touch, print can transfer from one to another.

Replacing the Backup Battery

Your machine uses a 9V (6F22) battery to maintain recorded messages in case a power failure occurs, or when AC power is interrupted. The battery can maintain the machine's memory for about 20 hours.

If AC power is interrupted and the backup battery is weak or missing, all recorded messages will be lost. When you see the LOW BATTERY message in the LCD, replace the battery.
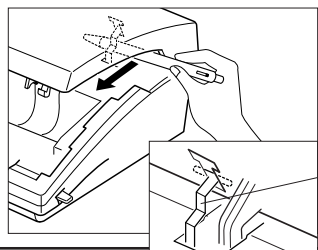
To avoid losing messages stored in memory, leave the machine connected to AC power while changing the battery.

1
Open the cover.
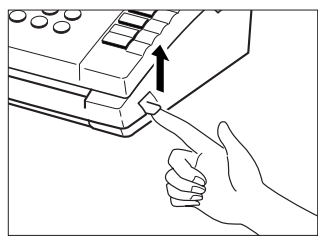
◄ Disconnect the telephone cord before changing the battery.
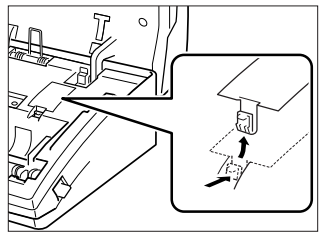Leave the AC power cord connected.

2
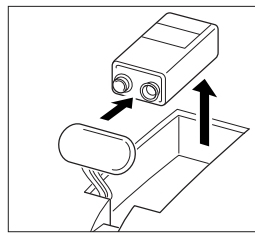Use pencil to pull the cover stop forward and release the cover.

Cover stop

6

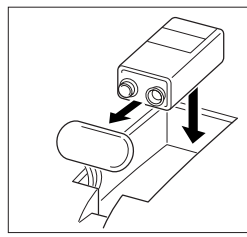## CARE AND MAINTENANCE

3

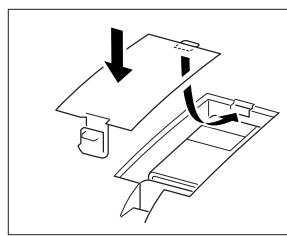Open the battery compartment cover.

4

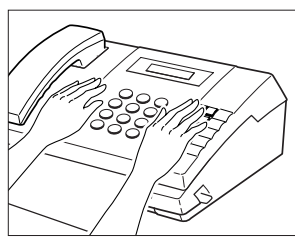Remove the old battery and unplug it from the clip.

5

Connect the new battery to the clips and insert it into the slot.

6

Close the battery compartment cover.

7

Close the cover.

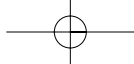◄ Press down on the cover using both hands until it snaps into place.

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➤ LCD Error Messages

| LCD message	Meaning
`DOCUMENT JAM`	The document you are sending has jammed in the feeder. Clear the document jam. See page 6.1.
`GEAR INIT. FAIL`	Ensure the white roller is in its position. See page 6.2. If it is, just turn the power off and on. If the same error message appears, call your service center for help.
`LOW BATTERY !`	The backup battery is weak. Replace the battery. See page 2.2, 6.5.
`MEMORY FULL !`	The memory is full. No more voices messages can be recorded. (Total recording time is about 15 minutes.) See page 5.17.
`NO ANSWER`	The other machine has not answered your call. Make sure the machine you are sending to is working.
`NO BATTERY!`	The back-up battery is not installed or is completely discharged. See page 2.2, 6.5.
`NO MESSAGE`	There are no messages or erase.
`NO NEW MESSAGE`	There are no new caller messages or memo recordings.
`NO PAPER OR OPEN`	Your machine is out of paper or the paper cover is open. See page 2.3.
`NOT ASSIGNED`	The One-Touch or Speed Dial number you tried to use has no number programmed into it. See page 5.1, 5.5.
`OVERHEAT`	This may happen if someone faxes several largely black copies to your machine. When the machine cools down, it will automatically go back to showing the date and time.
`POLLING ERROR`	The fax machine you want to poll is not ready to answer your poll. The person you are polling should know what you want to do and should have loaded their fax machine with the original document.
`RECEIVE ERROR`	A fax has not been correctly received. Ask the sender to try again.
`SEND ERROR`	Your fax has not gone through properly. Try again.
`CONNECT TEL LINE`	The telephone line is not connected properly to your machine. Check the line connection. See page 2.1.

6

Fixing Fax Problems

• **No operation? No display? Buttons not operating?**
Unplug the machine and plug it in again. Check that the AC socket is live, by plugging in a lamp. Check the fuse or circuit breaker for the plug.

• **No dial tone?**
Check that the phone cord is connected properly. Check the phone socket in the wall by plugging in another phone.

• **Numbers stored in memory don't dial correctly?**
Check to make sure they're programmed correctly. Print a phone number list (see page 5.15).

• **Can't close the paper cover?**
Make sure the paper is inserted correctly. Check the paper roll size. (see page 2.3).

• **Document doesn't feed into the machine?**
Be sure the document is not wrinkled and that you are putting it in correctly. Check that the document is the right size, not too thick or thin. See page 3.2.

• **Fax won't send?**
Make sure you load the document correctly. Did you hang up the handset *after* pressing START/COPY? See page 3.1.

• **Can't receive faxes automatically?**
One of the Receive Mode indicators should be on. Be sure the handset is in the cradle. Is there paper in the machine? See page 2.3, 3.5

• **Can't manually receive?**
Be sure to return the handset to the cradle *after* pressing START/COPY.

• **Can't receive a document by polling?**
The other party may be using a poll code.

• **Received faxes are partially blank?**
The remote machine may need maintenance. A noisy phone line can also cause errors. Check your own machine by making a copy.

• **Received faxes are spotty or are missing lines?**
Check if your phone lines are noisy from stormy weather or construction activity. Check if the print head is clean by making a copy.

• **Received faxes are of poor quality?**
The machine sending you a fax may have a dirty scan glass. Check for a noisy phone line.

• **Fax received, but paper is blank?**
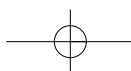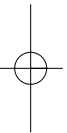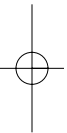Check to make sure the paper roll isn't inserted backwards. See page 2.3.

CARE AND MAINTENANCE

- **Print on received fax looks "stretched"?**
  Remote machine had a temporary paper jam.

- **Copies are blank?**
  Be sure documents are loaded face down.
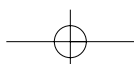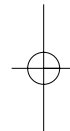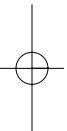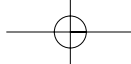
Appendix

Appendix

Specifications

Type of unit	Personal Desktop Facsimile Transceiver
Communication System	Public Switched Telephone Network and PABX
Compatibility	CCITT Group 3
Compression scheme	Modified Huffman
Modem speed	9600/7200/4800/2400bps
Resolution	3.85 lines per millimeter, 7.7 lines per millimeter and 15.4 lines per millimeter
Scanning method	Flat-bed scanning using CIS image sensor
Printer	Thermal
Input document size	8.5 inches (216 millimeters)
Effective scanning width	8.27 inches (210 millimeters) 1%
Effective recording width	8.5 inches (216 millimeters)
Thermal paper roll size	30 meters x 216 millimeters wide, core 12.7 millimeters diameter
Power requirement	Check Power Label attached near the power cord connection.
Power consumption	Stand-by : 7 Watt; Maximum when in use : 115 Watt
Temperature range	$50^{o}F$ to $95^{o}F$ ($10^{o}C$ to $35^{o}C$)
Humidiity range	20 to 80 % RH (non-condensing)